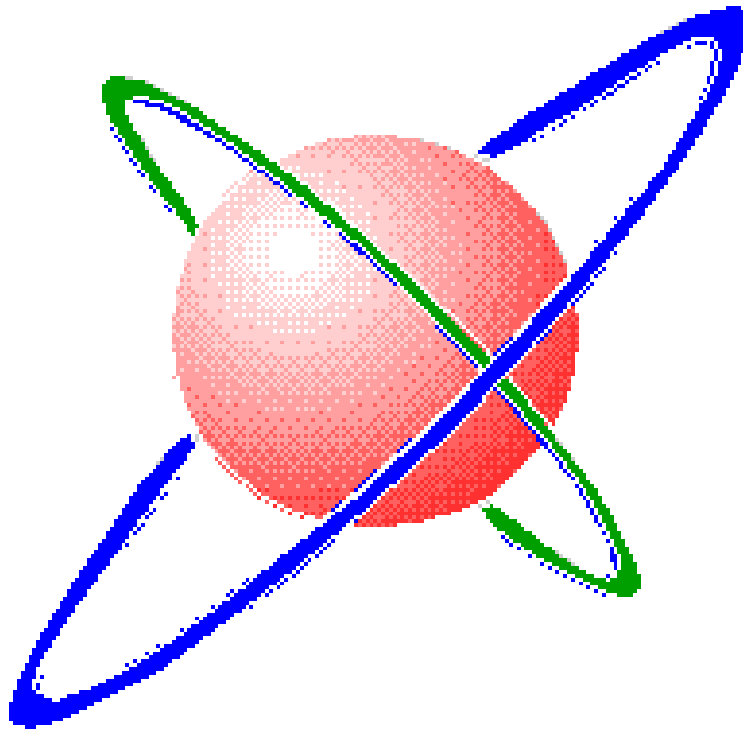


ATOMS 2000

**Automated Technical Order Management System
for the Year 2000 and Beyond**

USER'S GUIDE



Version 1.4

April 1, 2002

INTRODUCTION

ATOMS 2000 OVERVIEW

A Technical Order Distribution Office (TODO) is required to maintain records on Technical Order (TO) requirements and transactions. The Automated Technical Order Management System (ATOMS) software enables a TODO to perform routine duties more efficiently. ATOMS 2000 automates the record-keeping responsibilities associated with establishing, requesting, receiving, and distributing TO requirements and managing TO file records. For applicable TO policy and procedures, refer to TO 00-5-2 or, for Foreign Military Sales (FMS) countries, TO 00-5-19.

ATOMS may also be used for managing Computer Program Identification Numbering (CPIN) System records. Refer to TO 00-5-17 for establishing and maintaining CPIN records.

ATOMS 2000 replaces all previous versions of ATOMS. It is a relational database application written in the JAVA® 2 programming language, using Mix® Database Toolchest for data storage. It supports the use of a mouse, which adds a measure of familiarity for many computer users. Gone completely is the MS-DOS structure and format, although user tasks can still be done using the keyboard exclusively.

Another major change from previous versions of ATOMS is that ATOMS 2000 deals exclusively with Joint Computer-aided Acquisition and Logistics Support (JCALS), with formats and connections accordingly (there is no longer a G022 System/TO Request format in ATOMS 2000). And as per JCALS direction, in ATOMS 2000 all TOs are requisitioned by Increment and tracked by their JCALS Stock Numbers.

ATOMS 2000 USER'S GUIDE OVERVIEW

The ATOMS 2000 User's Guide replaces TO 00-5-2-102 and the previous ATOMS User's Guide as a reference for using ATOMS to automate TODO functions. Chapter 1 contains highlights of the TODO functional requirements that are described more completely in TO 00-5-2. Chapter 2 contains an overview and general description of the ATOMS 2000 program. Chapter 3 contains procedures and guidance for installing and initializing ATOMS 2000, including converting from previous versions of ATOMS to ATOMS 2000. Chapter 4 relates the ATOMS program functions to the TO procedures from TO 00-5-2, describing them in terms of a TODO's routine tasks. Chapter 5 explains many of the maintenance functions of the ATOMS program that are necessary for smooth database operation.

Appendix A illustrates the ATOMS 2000 menu structure. Appendix B highlights routine functions, tasks that TODOs might perform on a daily basis. Most of these are in the form of frequently asked questions that were compiled from concerns, comments, and criticisms from in-the-field Beta testers for the program. Appendix C is a glossary of terms and acronyms used in this manual and within the program. Appendix D displays tables of the standard data contained in the Look-Up Tables after an ATOMS 2000 installation. Appendix E lists the rules and gives examples of Publication Stock Numbers and how they uniquely describe each TO Increment in the Air Force (AF) TO system. And although the ATOMS 2000 User's Guide assumes that all users are familiar with operating a personal computer (PC) in a Windows 95 (or more recent) environment, Appendix F summarizes basic Windows keystrokes and navigational operations for the less-experienced user, or as a quick reference for any Windows user.

WHAT THE USER'S GUIDE IS NOT

The ATOMS 2000 User's Guide explains how to use a particular piece of software—the ATOMS 2000 program. If the user is unfamiliar with the TODO environment and responsibilities, or how a TODO is to perform routine or special tasks, the answers will probably not be found in this manual, but in TO 00-5-2 instead.

NOTE

This User's Guide is not a manual on how to run a TO Distribution Office; consult TO 00-5-2 for that information. The examples and suggestions given in this manual are exactly that—examples and suggestions—and do not represent official AF directives.

Why the split between the User's Guide and TO 00-5-2, when the two manuals are so closely related? Simply put, when TO practices and procedures change, only TO 00-5-2 needs to be changed; when the ATOMS software changes, only the User's Guide needs to be updated. If the two manuals overlap in their jurisdiction or coverage, both manuals must be changed any time there is a change in either the software or the practices and procedures. Redundant information is not necessarily detrimental; but as the amount of redundancy increases, the possibility of contradictory information likewise increases.

TABLE OF CONTENTS

INTRODUCTION.....	ii
ATOMS 2000 OVERVIEW	ii
ATOMS 2000 USER'S GUIDE OVERVIEW	ii
WHAT THE USER'S GUIDE IS NOT	iii
TABLE OF CONTENTS	iv
CHAPTER 1 TO DISTRIBUTION ACTIVITIES.....	1-1
1.1 OVERVIEW.....	1-1
1.1.1 General.....	1-1
1.2 SPECIFIC TODO TASKS.....	1-1
1.2.1 Sub-Account Management.....	1-1
1.2.2 TO Tracking.....	1-1
1.2.3 Needs and Orders Creation	1-3
1.2.4 Receipts and Distribution Recording.....	1-3
1.2.5 Reports and Inventory Reconciliation	1-3
1.3 TASK ACCOMPLISHMENT.....	1-3
1.3.1 Compliance	1-3
1.3.2 Distribution of ATOMS.....	1-3
CHAPTER 2 SYSTEM OVERVIEW.....	2-1
2.1 INTRODUCTION.....	2-1
2.1.1 ATOMS 2000.....	2-1
2.1.2 Minimum System Requirements	2-3
2.1.3 Differences Between Old and New	2-3
2.1.4 General Program Function and Layout.....	2-5
2.1.5 General Window Function and Layout.....	2-6
2.1.6 Table Windows.....	2-7
2.1.7 Edit Buttons	2-7
2.1.8 Navigational Buttons	2-8
2.1.9 Related Tables	2-9
2.1.10 Date Fields	2-9
2.2 DOCUMENTATION AND SUPPORT.....	2-10
2.2.1 User's Guide.....	2-11
2.2.2 Help Screens.....	2-11
2.2.3 Support.....	2-11

CHAPTER 3 STARTING ATOMS 2000.....	3-1
3.1 OVERVIEW.....	3-1
3.2 DOWNLOADING ATOMS 2000.....	3-1
3.2.1 A Complete Download.....	3-1
3.2.2 A Partial Download.....	3-2
3.2.3 Installing Acrobat Reader.....	3-3
3.3 INSTALLATION AND SET-UP.....	3-3
3.3.1 Installing ATOMS 2000	3-3
3.3.2 Upgrades to ATOMS 2000.....	3-5
3.3.3 Problems Installing ATOMS 2000.....	3-5
3.4 FIRST TIME OPERATION.....	3-7
3.4.1 Established TODO	3-7
3.4.2 New TODO/TM Account.....	3-7
 CHAPTER 4 MAINTENANCE FUNCTIONS	 4-1
4.1 OVERVIEW.....	4-1
4.2 PREFERENCES	4-1
4.2.1 Directories	4-1
4.2.2 Back-Up.....	4-2
4.2.3 TODO	4-3
4.2.4 FTP	4-4
4.2.5 General Preferences	4-5
4.3 SUB-ACCOUNTS AND CONTACTS.....	4-9
4.3.1 General.....	4-9
4.3.2 Add a Sub-Account	4-10
4.3.3 Add a Contact.....	4-11
4.3.4 View a Sub-Account.....	4-11
4.3.5 View a Contact	4-12
4.3.6 Modify a Sub-Account	4-12
4.3.7 Modify a Contact	4-12
4.3.8 Delete a Sub-Account	4-13
4.3.9 Delete a Contact.....	4-13
4.3.10 Sub-Account Miscellany.....	4-14
4.4 TECHNICAL ORDERS, INCREMENTS, AND SERIES.....	4-14
4.4.1 General.....	4-14
4.4.2 Add a TO or TCTO Header	4-15
4.4.3 Add a TO Increment.....	4-16
4.4.4 View a TO.....	4-17
4.4.5 View a TO Increment.....	4-17
4.4.6 Modify a TO	4-17
4.4.7 Modify a TO Increment.....	4-18
4.4.8 Delete a TO	4-18

4.4.9	Delete a TO Increment	4-19
4.4.10	TO Series	4-19
4.4.11	Review Month	4-20
4.4.12	TO Miscellany	4-20
4.5	UTILITIES	4-22
4.5.1	General	4-22
4.5.2	Re-Index	4-22
4.5.3	Back-Up	4-23
4.5.4	Restore	4-24
4.5.5	Export	4-24
4.5.6	Import	4-26
4.5.7	Purge	4-27
4.5.8	Transfer Sub-Account	4-29
4.5.9	Re-Assign Series	4-31
4.5.10	Recalculate TO ID Quantity	4-31
4.5.11	Convert Legacy Data	4-32
4.6	FILE COMMANDS	4-36
4.6.1	Open Database	4-36
4.6.2	Close Database	4-36
4.6.3	New Database	4-37
4.6.4	Multiple TODO Accounts	4-37
4.6.5	Exit	4-39
4.7	WINDOW COMMAND	4-39
4.7.1	Window Command	4-39
4.8	HELP COMMANDS	4-40
4.8.1	Help	4-40
4.9	LOOK-UP TABLES	4-41
4.9.1	General	4-41
4.9.2	Classification	4-41
4.9.3	Proponent	4-42
4.9.4	Advice	4-43
4.9.5	Transaction Status	4-43
4.9.6	User Symbol	4-43
CHAPTER 5	ROUTINE OPERATIONS	5-1
5.1	OVERVIEW	5-1
5.2	COMMON TASKS	5-1
5.2.1	Day-To-Day Operation	5-1
5.2.2	Frequent Tasks	5-1
5.3	NEEDS	5-2
5.3.1	General	5-2
5.3.2	The Edit Need Windows	5-3

5.3.3	Create a Need Record	5-3
5.3.4	View a Need Record	5-5
5.3.5	Modify a Need Record.....	5-5
5.3.6	Delete a Need Record.....	5-6
5.3.7	Needs Miscellany	5-6
5.4	TRANSACTIONS AND ORDERS	5-7
5.4.1	General.....	5-7
5.4.2	Build an Order	5-8
5.4.3	View a Transaction.....	5-9
5.4.4	View an Order	5-10
5.4.5	Send an Order.....	5-10
5.4.6	View a Sent Order	5-11
5.4.7	Change a Transaction Status.....	5-11
5.4.8	Create a Follow-Up Transaction	5-12
5.4.9	Cancel a Transaction	5-14
5.4.10	Re-Submit a Transaction.....	5-14
5.4.11	Order Miscellany	5-15
5.5	RECEIPTS AND DISTRIBUTION.....	5-16
5.5.1	General.....	5-16
5.5.2	Record Receipt and Distribution	5-17
5.5.3	Stock Action.....	5-23
5.5.4	Receipts, Stock Action, and Distribution Miscellany	5-29
5.6	REPORTS.....	5-29
5.6.1	General.....	5-29
5.6.2	Master TO Report.....	5-30
5.6.3	Superseded By Report.....	5-31
5.6.4	Library Requirements Report.....	5-31
5.6.5	Review Reports.....	5-31
5.6.6	TO Status Report	5-31
5.6.7	Follow-Up Report	5-31
5.6.8	Transaction Report.....	5-32
5.6.9	TCTO Report.....	5-32
5.6.10	Distribution Report.....	5-32
5.6.11	Sub-Account Report.....	5-33
5.6.12	Catalog Notes Report.....	5-33
APPENDIX A, ATOMS 2000 GENERAL STRUCTURE.....		A-1
ATOMS 2000 Menu Bar		A-1
ATOMS 2000 Logo.....		A-1
ATOMS 2000 Menu Structure		A-2
APPENDIX B, ROUTINE FUNCTION HIGHLIGHTS		B-1
GENERAL		B-1

PARADIGM SHIFT.....	B-1
SCREEN SIZE AND DISPLAY	B-2
COLUMN PLACEMENT	B-2
VIEWING ID REQUIREMENTS FOR SUB-ACCOUNTS	B-2
CHANGING ID REQUIREMENTS FOR A SUB-ACCOUNT	B-3
DOCUMENT NUMBERS	B-3
INCREMENT TRANSFORMATION.....	B-4
CHANGING NEEDS AND TRANSACTIONS.....	B-4
RECEIVING AN INCREMENT	B-4
Case 1: Complete Shipment.....	B-5
Case 2: Incomplete Shipment.....	B-5
REQUISITION NUMBER	B-5
STOCK NUMBERS.....	B-6
TCTOs AND TCTO HEADERS	B-6
RESCIND DATES FOR TCTOs.....	B-7
ACCOUNT LISTING	B-7
NO OPEN TRANSACTION.....	B-7
ERROR MESSAGES	B-8
 APPENDIX C, ACRONYMS AND TERMS	C-1
GENERAL	C-1
ACRONYMS.....	C-1
TERMS AND DEFINITIONS	C-3
 APPENDIX D, STANDARD LOOK-UP DATA.....	D-1
CLASSIFICATION	D-1
REVIEW MONTH	D-1
TRANSACTION STATUS.....	D-2
 APPENDIX E, PUBLICATION STOCK NUMBERS	E-1
RULES	E-1
 ATOMS 2000.....	E-1
 APPENDIX F, WINDOWS™ TIPS AND SHORTCUTS.....	F-1
WINDOWS	F-1
TABLES AND COLUMNS	F-1
TITLE BARS AND MENU BARS.....	F-2

Title Bars	F-2
Menu Bars.....	F-3
KEYBOARDING.....	F-3
Single Keystrokes	F-3
Combination Keystrokes.....	F-4
Alternate Keystrokes.....	F-4

CHAPTER 1

TO DISTRIBUTION ACTIVITIES

1.1 OVERVIEW

This chapter delineates the responsibilities governing a Technical Order Distribution Office (TODO). Most of these responsibilities are taken directly from TO 00-5-2.

1.1.1 General

An Air Force Technical Manual (TM) Account is established when an organization has a continuing requirement for AF TMs. The vast majority of TMs required are AF-specific Technical Orders (TOs). The office of the TM Account, or TODO, provides service (ordering and distributing TOs) to one or more customers called Sub-Accounts.

Each Sub-Account, also referred to as a TO Distribution Account (TODA), has at least one Contact known as the library custodian. The custodian is to identify the TOs required to a) perform assigned missions; b) complete contracted activities; or c) to keep the most up-to-date TOs in the Sub-Account TO library. Needs, as they are called in ATOMS 2000, are of two kinds: Initial Distribution (ID) and one-time Requisitions.

The TODO periodically consolidates the Needs of all Sub-Accounts within the organization and submits an order for the required TOs in the form of a TO Publication Request (TOPR), tracking each transaction. When the shipment of TOs is delivered, the TODO is responsible for recording the receipt of the TOs, tracking the event (either closing the transaction, marking it as being on back-order, or taking other action to rectify a shortage), and distributing the TOs to the various Sub-Accounts (see Figure 1-1).

The TODO is also required to maintain records on all TOs and the Sub-Accounts' requirements, maintaining them according to the *AF TO Catalog* and reconciling them with the Sub-Accounts' library records. This includes, but is not limited to, various reports and an annual inventory review for each Sub-Account.

The TODO and Sub-Accounts communicate through personal contact and/or electronic mail (E-mail); if connected to a common local area network (LAN), TO listings can be listed there instead of being printed and distributed. In addition, the TODO also establishes organization practice to notify Sub-Accounts of back-order status and follow-up actions.

1.2 SPECIFIC TODO TASKS

1.2.1 Sub-Account Management

A TODO is required to perform these tasks concerning Sub-Accounts:

- Establish a record for each Sub-Account, including a profile for each Contact (library custodian);
- Designate a particular month for annual review of each Sub-Account.

1.2.2 TO Tracking

A TODO is required to perform these tasks concerning TOs:

- Create records for each TO needed by all Sub-Accounts in the organization, including TO Increments associated with the TO;
- Maintain data on each TO Increment, including its Classification, Proponent, User Symbol, whether it is a commercial document or a TCTO Header, and its Maximum Issue Quantity.

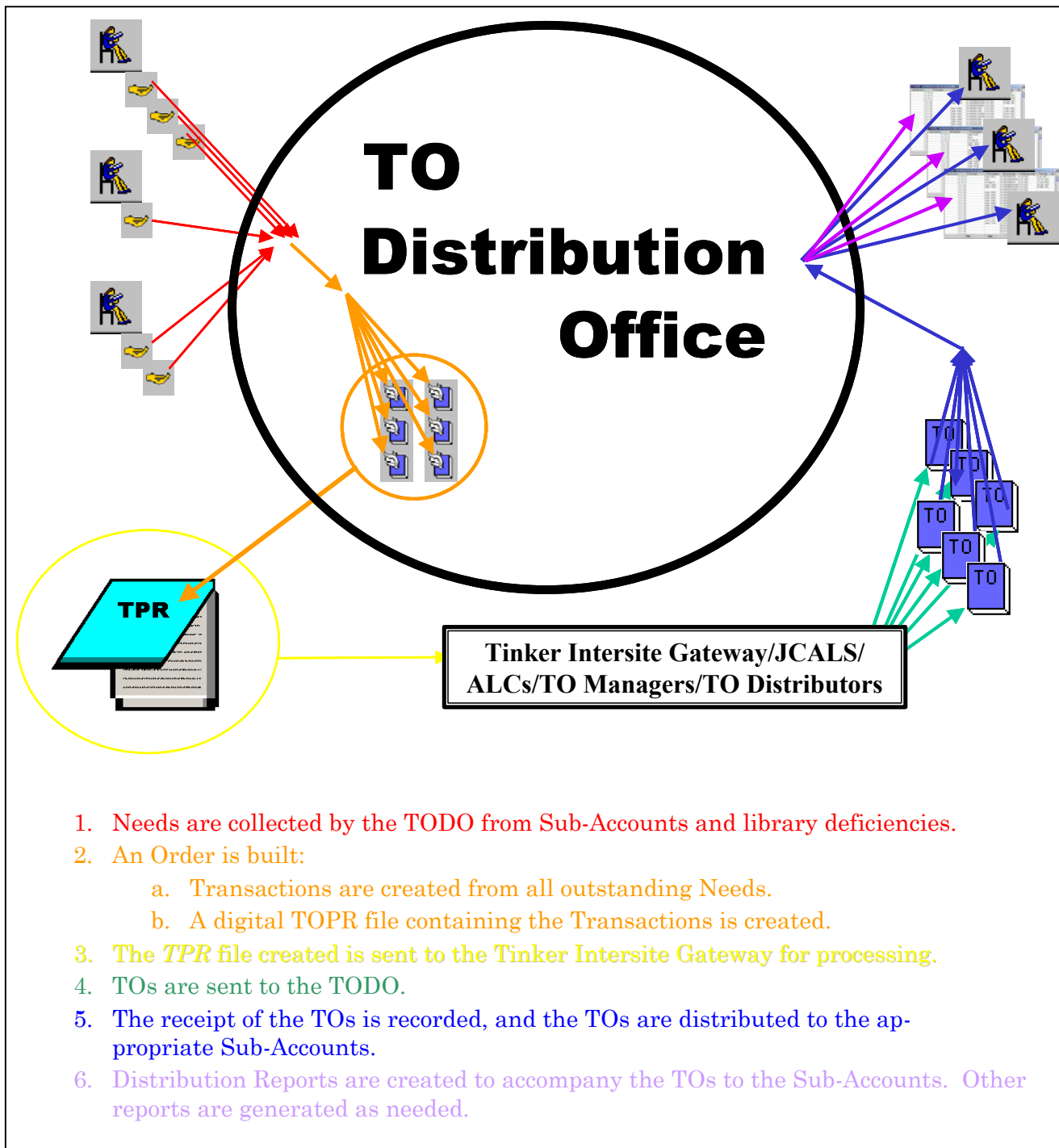


Figure 1-1. TODO Overview

1.2.3 Needs and Orders Creation

A TODO is required to perform these tasks concerning Transactions (Needs and Orders):

- Acquire and track all Needs from all Sub-Accounts;
- Determine whether each is a one-time or a recurring Need, and the quantity for each;
- Consolidate Needs on a regular basis and create an Order for such;
- Submit an Order in the form of a TO Publication Request (TOPR), using a File Transfer Protocol (FTP) application to connect to the Tinker Air Force Base (AFB) Intersite Gateway (referred to in this manual simply as "Tinker"), or, if not a DoD TODO, by other procedures found in chapter 9 of TO 00-5-2);
- Update the status of Transaction records (Needs that have been ordered);
- Prepare and submit follow-up requisitions when required;
- Cancel back-ordered requisitions when necessary.

1.2.4 Receipts and Distribution Recording

A TODO is required to perform these tasks concerning Receipts and Distribution:

- Record receipt of TOs received—both the latest TO increment(s) of TOs for which Sub-Accounts are on ID, and TOs that fill one-time Needs for shortages, additional, or replacements;
- Distribute received TOs to Sub-Accounts according to Needs, noting (and notifying Sub-Accounts of) any discrepancies or shortages;
- Take appropriate action to rectify any shortages.

1.2.5 Reports and Inventory Reconciliation

A TODO is required to perform these tasks concerning Reports and Inventory:

- Review the *AF TO Catalog* monthly for new and rescinded TOs; update records and inform Sub-Accounts of such;
- Review the *AF TO Catalog* annually to ensure that the latest increment(s) of TOs required by Sub-Accounts has been received or ordered;
- Generate and send Reports to Sub-Accounts periodically for use in inventory and reconciliation.

1.3 TASK ACCOMPLISHMENT

1.3.1 Compliance

The tasks described in the two preceding sections (Section 1.1, Overview and Section 1.2, Specific TODO Tasks), as well as all other responsibilities and procedures described in TO 00-5-2 for the United States Air Force TO Distribution System (or for FMS TO distribution activities described in TO 00-5-19), are accomplished using the Automated Technical Order Management System (ATOMS).

1.3.2 Distribution of ATOMS

Files for installing ATOMS and its User's Guide files may be downloaded from the World Wide Web at <http://www.ide.wpafb.af.mil/toprac/to-syste-htm>. For TODOs without access to the World Wide Web, a special request can be made to receive a CD containing the installation files for the ATOMS program (see Paragraph 2.2.3, Support).

CHAPTER 2

SYSTEM OVERVIEW

2.1 INTRODUCTION

This chapter provides general information about the ATOMS 2000 program.

2.1.1 ATOMS 2000

The Automated Technical Order Management System (ATOMS) is a database application program that enables a TODO to perform the routine duties listed in the previous chapter more efficiently. ATOMS 2000 automates the record-keeping responsibilities associated with establishing Sub-Accounts and TO requirements; ordering, receiving, and distributing TOs; and managing TO file records. It is an upgrade to previous ATOMS versions, which were written for MS-DOS.

Specifically, ATOMS 2000 performs these functions:

- establishes customer account's (Sub-Account's) records for organization shops and offices (TO Distribution Accounts, or TODAs) that require TOs;
- helps to automate the preparation of TO Publication Request (TOPR) forms;
- tracks TO Initial Distribution (ID) requirements of, TO requisitions of, and receipts of TOs and their distributions to, shops or offices in the organization;
- generates pre-defined TO Reports to assist with the administration of TODO tasks and the reconciliation between TODOs and their Sub-Accounts.

ATOMS 2000 operates exclusively within the Joint Computer-aided Acquisition and Logistics Support (JCALS) environment, as the Air Force replaced the G022 Automated Information System (AIS) with JCALS AIS (there is no longer a G022 System/TO Request format in ATOMS 2000). And as per JCALS direction, in ATOMS 2000 all TO changes are requisitioned by specific Increment and tracked by their MILSTRIP Stock Numbers.

ATOMS 2000 replaces all previous versions of ATOMS. It is written in JAVA 2 programming language, using Mix Database Toolchest for data storage. It has modernized screen layouts, adding to the familiarity for most computer users. It does not attempt to reproduce the old AFTO Form 110 Parts 1 through 4, but instead uses a format designed specifically for use on a computer instead of on paper. The functions of the program, however, remain essentially the same (compare Figure 2-1 to Figure 1-1). Many data elements that were entered or processes that were calculated manually in previous versions of ATOMS have now been automated; the TODO no longer needs to remember specifics about Sub-Accounts or TOs, nor is there any entering of duplicate data.

2.1.1.1 Fitting the TO Ordering Process

The "normal" TO ordering process, in general terms, goes like this:

The TODO collects, and adds to the database, Needs—ID and one-time Requisitions from various Sub-Accounts, as well as Requisitions to fill deficiencies in the TO library.

The TODO builds an Order that contains those Needs.

The TODO sends that Order via FTP to the Tinker Intersite Gateway to be processed.

TOs arrive at the TODO's doorstep.

The TODO records the receipt of the TOs.

The TODO distributes the TOs to the appropriate Sub-Account or library location.

The TODO runs various reports to aid in maintaining the library's inventory.

As seen in Figure 2-1, the ATOMS 2000 program facilitates this process. The splash screen buttons are arranged such that following them in sequence (from top to bottom, then left to right) is basically the "normal" TO ordering process.

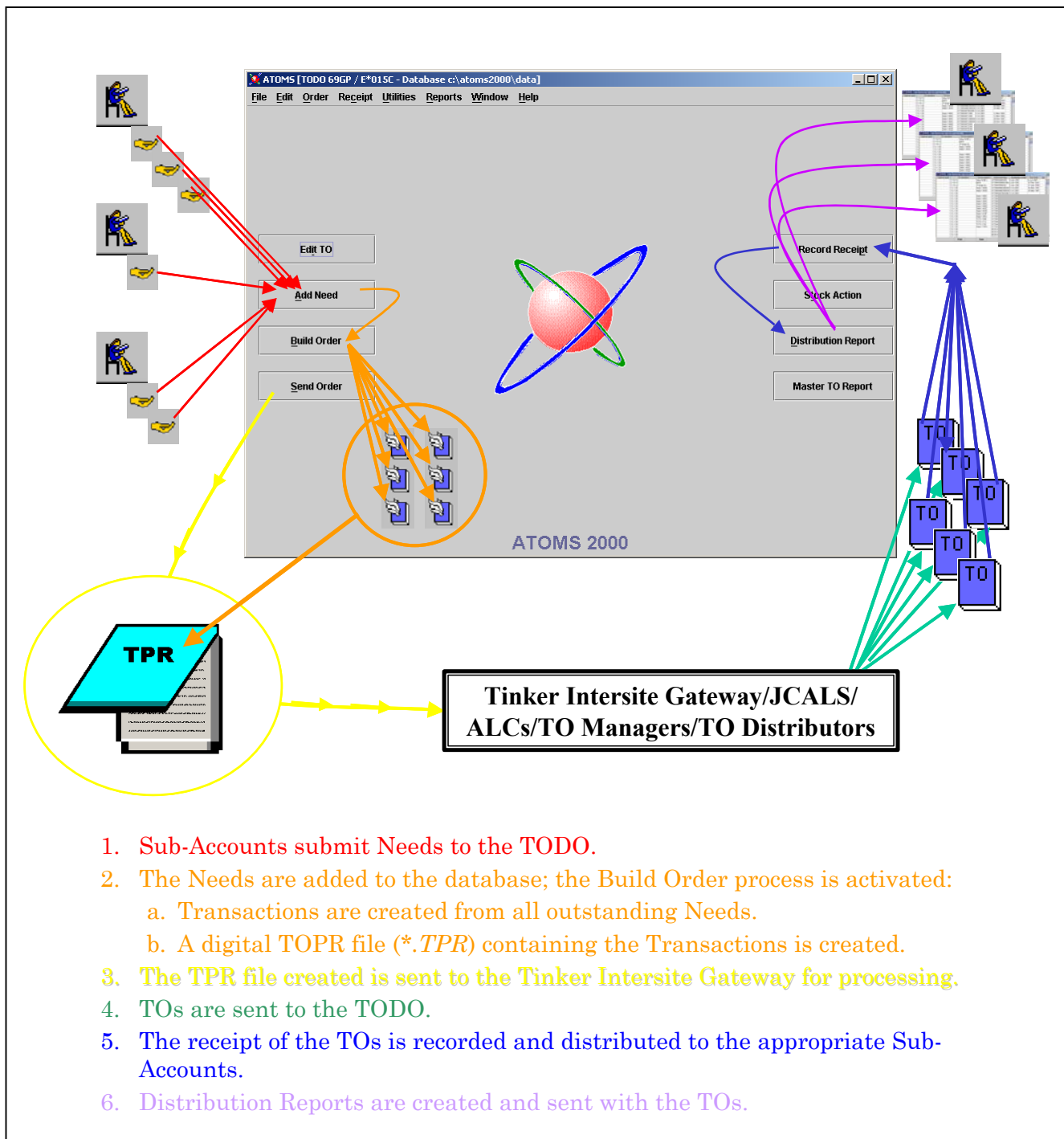


Figure 2-1. The Big ATOMS 2000 Picture

2.1.2 Minimum System Requirements

2.1.2.1 Hardware Requirements

The following list contains the hardware requirements for running the ATOMS program:

- Intel 80486™ equivalent (or higher) microprocessor-based PC
- Hard disk drive with 10 MB free
- Microsoft Windows 95 (or more recent) or Windows NT
- Printer: any Windows-compatible printer
- Adobe™ Acrobat Reader, installed (for reading the *.PDF* User's Manual files; also available on TO 00-CD-1)

2.1.2.2 User Requirements

An ATOMS 2000 user must have a basic knowledge of the following to use the program effectively in managing TO Distribution Organization and its Sub-Accounts:

- Air Force Technical Order System (TO 00-5-1)
- Technical Order Distribution System (TO 00-5-2)
- IBM compatible desktop computers

Some knowledge of File Transfer Protocol (FTP) Internet service is also very helpful.

Note that knowledge of the previous ATOMS program is not a user requirement. In fact, if the user is newly assigned to a TODO, it is probably more efficient not to learn the previous ATOMS program first, because they are so different.

2.1.3 Differences Between Old and New

As implied in the preceding paragraph, there are some fundamental changes with ATOMS 2000. Those changes are described and listed in the following paragraphs.

2.1.3.1 Fundamental Changes

Some of these fundamental changes are listed in Table 2-1, along with the corresponding description of the same characteristic from the previous ATOMS. The list is not, nor does it intend to be, exhaustive in scope, but tries to list enough of the differences to help the traditional ATOMS user to make the transition to ATOMS 2000.

2.1.3.2 Change in Terminology

Another area of change is in terminology. Table 2-2 shows some of the changes in vocabulary.

Neither is this list exhaustive. Although many of the terms “across the line” are often used interchangeably, it is important to keep the new terminology in mind when asking for help or looking for answers to problems in the User's Guide.

2.1.3.3 Changes in Capabilities

ATOMS 2000 is capable of performing every task the previous versions of ATOMS did—there is no loss of functionality in converting to ATOMS 2000. There may be an extensive learning curve involved in making the software perform those tasks, but the capabilities are all present in the new software.

In fact, many new capabilities have been added, such as allowing the user to create individualized reports, to rotate back-up locations automatically, and to allow access to Sub-Accounts over a network, all of which are covered in this manual.

Previous ATOMS	ATOMS 2000
Data tracking done by TO or TCTO Number nearly exclusively	Tracking all increments individually by Stock Number, according to latest JCALS directive
Part 1, 2, 3, and 4 records, electronic replications of previously paper forms	Data organized by functionality; no longer the electronic duplication of a paper form
Part 1 record data	Sub-Account, On-Hand, and TO records
Part 2 record data	ID for TO in TO records; TO request and date in Transaction records; no history of ID quantity
Part 3 record ID requisition data	Record Receipt and Distribution windows
Part 3 record TO Increment data	TO, TO Increments, and Needs windows
Part 4 record one-time requisition data	Record Receipt and Distribution windows
Occasional duplication of data entered	Many automatic database features
Screens mutually exclusive; must leave one before entering another.	Various windows/screens able to be open at one time, allowing for data comparison.
Only one copy of one screen open at any one time; scrolling back and forth between records.	Multiple copies of same window able to be opened, allowing for data duplication check.
No mouse functions; all done with the keyboard	Complete functionality using a mouse, although nearly all procedures still "hot-key" supported
MS-DOS look exclusively using text and text characters	JAVA or more traditional Windows look, both with modern-looking graphical user interface

Table 2-1. Program Differences between ATOMS 2000 and Previous ATOMS Programs

Previous ATOMS	ATOMS 2000
TODO	TM Account
TODA	Sub-Account
<i>TO Index</i>	<i>USAF TO Catalog</i>
Request	Need (tracked/recorded)
Generate a TOPR file	Build Order (create a *.TPR file)
Mark for deletion/Pack	Purge/Re-Index
Accounts' Listing	Master TO Report (MTOR) by Sub-Account
"Load/enter, log in a TO" (Add a Part 1 record)	Edit TO, Add a TO
"Load/enter, log in a TO" (Add a Part 2 and Part 4)	Add a Need
"Load/enter, log in a TO" (Add a Part 3 record)	Record Receipt
New ATOMS 2000 Terms (stored data fields)	
	Maximum Issue Quantity (MIQ)
	Proponent
	Series
	Transaction
	Publication Stock Number (PSN)
	JCALs Document Number

Table 2-2. Terminology Differences between ATOMS 2000 and Previous ATOMS Programs

Perhaps a good analogy would be to liken ATOMS 2000 and its predecessors to a modern sports car and a Model T automobile—both are tools designed to perform a particular function and both do it. But the modern version can usually do it faster. The modern one has more “bells and whistles” than the older one, features that make the ride a bit easier. But the buttons and switches, maybe even the ignition key, in the modern one are not necessarily in the same location as they are in the older one. All it takes to use the new machine to its fullest capability is some familiarity, which only comes by using it.

2.1.4 General Program Function and Layout

The ATOMS 2000 program can be divided into two main sections based on functionality: the routine TODO functionality (Chapter 4) and the maintenance functionality (Chapter 5).

The menu bar picks of **Order**, **Receipt**, and **Reports** are considered to be routine function commands—these are the commands for functions that a TODO uses on a regular, even daily, basis. Shortcuts to these are displayed on the splash screen in the form of buttons with the titles of **Add Need**, **Build Order**, **Send Order**, **Record Receipt**, **Master TO Report**, and **Distribution Report**. The other two buttons on the splash screen—**Edit TO** and **Stock Action**—are used frequently, but are normally considered outside the realm of daily activities.

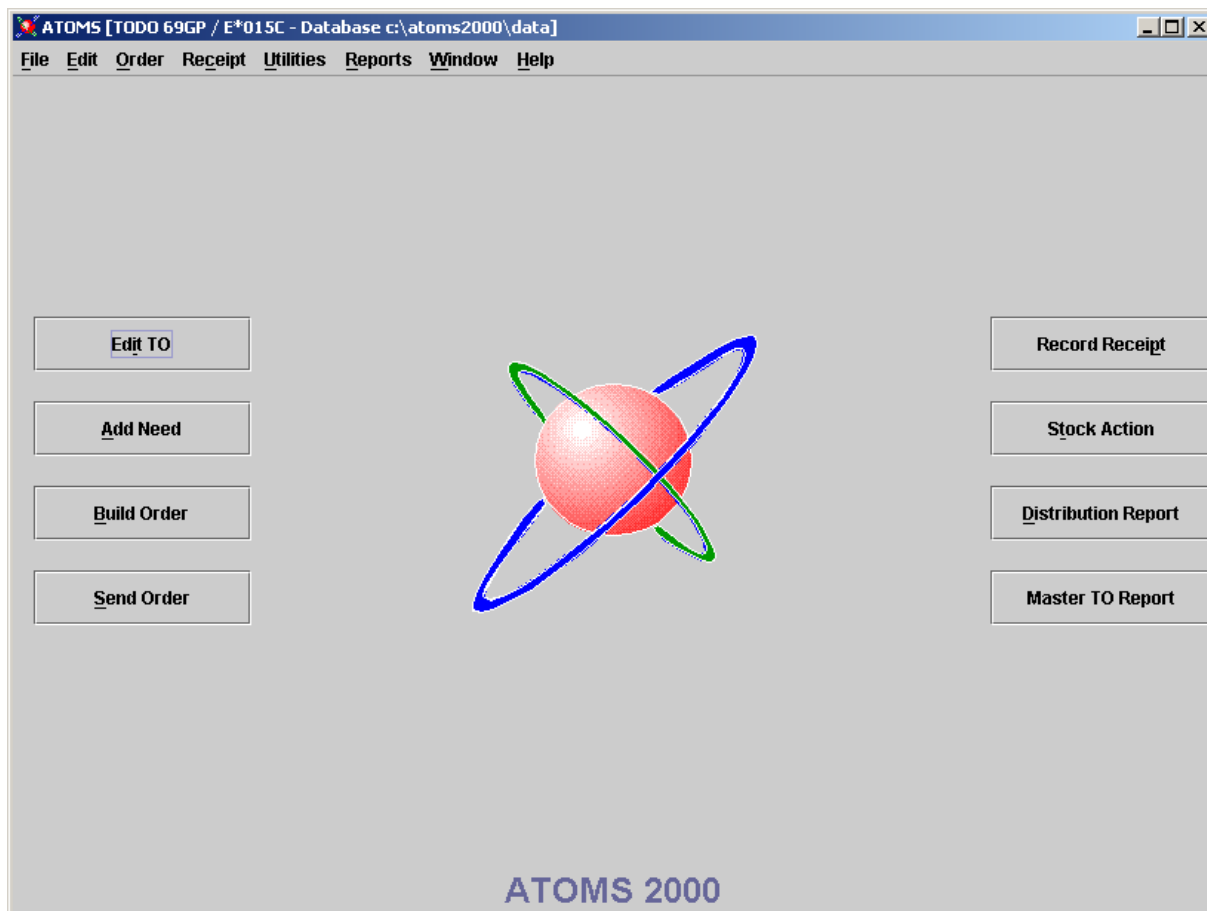


Figure 2-2. Splash Screen for ATOMS 2000

The other menu bar picks—**File**, **Edit**, **Utilities**, **Window** and **Help**—are more maintenance or usage commands that are used on an infrequent (sometimes only one time) basis.

The routine TODO functions and their menu bar picks of **Order**, **Receipt**, and **Reports** are covered in Chapter 4, ROUTINE OPERATIONS. The maintenance functions and their commands—**File**, **Edit**, **Utilities**, **Window** and **Help**—are used to keep the database in good working order, and are discussed in greater detail in Chapter 5, MAINTENANCE FUNCTIONS.

2.1.5 General Window Function and Layout

As in most databases, many of the functions in ATOMS 2000 are automatic, accomplished “behind the scenes.” To get maximum benefit from using the program, the user should acquire a basic understanding of the window layout and automatic window functions. The following is a list of important aspects of the general window layout of ATOMS 2000:

- Splash Screen (Figure 2-2)—this is sometimes called the Main Menu, although it is not really a menu. It appears every time the ATOMS 2000 program is run. The title bar (top line on the window) contains not only the name of the program (“ATOMS”), but also TODO information and the pathname and location for the database files. It has eight shortcut buttons representing functions that are used most often. It also has a Menu Bar with menu picks of **File**, **Edit**, **Order**, **Receipt**, **Utilities**, **Reports**, **Window**, and **Help**. These menu picks allow the user to access all the functions that ATOMS 2000 performs.
- Table windows (Figure 2-3) display data in graph or table format. They are the basic data structure upon which ATOMS 2000 is built, and are explained in detail in Table Windows, Paragraph 2.1.6

TO Number	Clas...	Total ID Qty	Max I...	Spo...	User...	Com...	Prop...	TCTO ...	Catalog Notes	Rescind Date	CPIN
16G2-3-3-3	U	1	0	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
16G3-2-36-3	U	1	0	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
1C-1-71	U	1	0	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
1C-130B-5	U	1	0	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	WR-LUTD		<input type="checkbox"/>
1C-135	U	82	25	<input type="checkbox"/>	S	<input type="checkbox"/>		<input checked="" type="checkbox"/>			<input type="checkbox"/>
1C-135(K)-1	U	32	0	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
1C-135(K)-1-CD-1	U	10	0	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
1C-135(K)A-06	U	41	0	<input checked="" type="checkbox"/>	E	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
1C-135(K)A-2-1	U	14	0	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
1C-135(K)A-2-10	U	3	0	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
1C-135(K)A-2-10GA-1	U	4	0	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
1C-135(K)A-2-10JG-1	U	2	0	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
1C-135(K)A-2-10JG-2	U	2	0	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>

Figure 2-3. An Example of a Table Window (Edit TO)

- On each table window, there is a series of Edit Buttons (Figure 2-4) labeled **F**ind, **A**dd, **M**odify, **V**iew, **D**ele, **C**lose, and **H**elp. **P**ick is a specialized button that is present



Figure 2-4. Standard Edit Buttons Found on Table Windows

when a table window is selected by a **B**rowse button. Each button works the same in all cases, no matter which window is active. See Edit Buttons, Paragraph 2.1.7.

- On each table window, there is a series of navigational buttons as seen in Figure 2-5. Each button works the same in all cases, no matter which window is active. See [Navigational Buttons](#), Paragraph 2.1.8.
- Some table windows also have a **Related Tables** drop box. The user may select a record in one table and then find data related to that record in other tables by selecting one of the table windows in the Related Tables list. See [Related Tables](#), Paragraph 2.1.9.
- Many of the non-table windows have a **Browse** button beside one or more text fields. When **Browse** is selected, the table window for that field is displayed, from which the user will normally **Pick**. This can greatly reduce user errors caused by mistyping the entry in the text field.
- To aid further in the reduction of typing errors, the table windows, report set-up windows, and many other individual edit windows have three menu picks of **F**ile, **E**dit, and **H**elp. The most important of these is **E**dit, because it allows the user to copy, cut, and paste some of the fields on the window.



Figure 2-5. Navigational Buttons

2.1.6 Table Windows

Table windows—those that typically display their information in a graph or table format (see Figure 2-3)—are non-editable. All table windows can be open at the same time. All table windows can be open at the same time. They are resizable and movable, so that the user may compare information on one window to the information on another.

The table windows are [Edit TO](#), [Edit Sub-Account](#), [Edit Review Month](#), [Edit Series](#), [Edit Classification](#), [Edit Proponent](#), [Edit Advice](#), [Edit Transaction Status](#), [Edit User Symbols](#), [Edit Need by TO](#), [Edit Need by Sub-Account](#), [Edit Need by Document Number](#), [Edit Transaction by Doc Number](#), [Edit Transaction by TO Number](#), [Edit Transaction by JCALS Doc Number](#), [Edit On-Hand by TO Number](#), [Edit On-Hand by Stock Number](#), and [Edit On-Hand by Sub-Account](#).

Table windows may have multiple copies, or instances, of themselves open at any one time. This allows the user to check records in different parts of the data list visually, without having to scroll back and forth through the list, or write down information on paper.

2.1.7 Edit Buttons

On each table window, Edit Buttons labeled **F**ind, **A**dd, **V**iew, **M**odify, **D**elete, **C**lose, and **H**elp appear and are active. In addition, the **P**ick button appears when a table window is selected by using a **B**rowse button. Each button functions the same in all cases, no matter which window is active. Below is a brief description of how the edit buttons work:

- The **F**ind button produces a small **Find** window that allows the user to search the field(s). If an exact match is found, the records are scrolled such that the exact match is at the top of the list and highlighted; if no exact match is found, the records are scrolled such that if the searched-for text were in the list, it would be between the first and second items displayed on the main window.

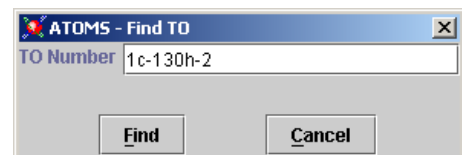


Figure 2-6. A Typical Find Window

NOTE

A typical Find window (Figure 2-6) can be the only time text is typed in ATOMS 2000 (besides when entering new data); once the correct item is found, highlighting the record and clicking the Pick button puts the correct record in the original window in the proper place.

NOTE

Find windows are case insensitive. Notice the “c” and “h” are lower case in Figure 2-6. Likewise, it is not necessary to type in the entire text to activate the search—getting close and scrolling may often be more time efficient.

- The **Add** button produces a blank, individual edit screen upon which to add data records.
- The **View** button displays the data for one record alone (the same as the **Add** window and **Modify** windows), but inactive to prevent accidental changes.
- The **Modify** button produces an individual record window for making changes. When the individual **Modify** window appears, certain fields may be grayed out (inactive) because they are unable to be modified *from that particular location or at that particular time*. Selecting the **Modify** button on the **Modify** window makes the changes in the ATOMS 2000 database; selecting **Cancel** on the **Modify** window cancels any changes made.
- The **Delete** button brings up the individual **Delete** window with the selected record's data (all fields inactive/grayed out). Selecting **Delete** on this window confirms the delete; selecting **Cancel** prevents the deletion from happening.
- The **Pick** button, if available, means that the visible window was activated from a **Browse** button on another window. Selecting a record or records highlights it/them; then selecting **Pick** again returns the record value to the text field on the window where **Browse** was selected.
- The **Close** button closes the window and returns the user to the previous active window, often times the splash screen.
- The **Help** button activates the content-sensitive help screens that act as reference guides to the currently visible window.

In addition, there are three helpful shortcuts associated with the edit buttons:

- If the **Pick** button is visible and active, a **double-click** on a record “picks” that record and returns its value to the text field on the window where **Browse** was selected.
- If the **Pick** button is not visible, a **double-click** on a record opens the individual **Modify** window for that record, as if the user had selected the **Modify** button.
- If the **Pick** button is not visible, a **double-click** on a blank record line opens the individual **Add** window for that record, as if the user had selected the **Add** button.

2.1.8 Navigational Buttons

On each table window, navigational buttons (see Figure 2-5) are located in a vertical column along the right edge of the window. Below is a brief description of how the navigational buttons work:



- The top button, or **double-up arrow bar**, scrolls the list of records in the current window such that the first record of the list is at the top of the displayed records.



- The second button from the top, or **double-up arrow**, scrolls the list of records up one table screen's number of records (like the **Page Up** key on the keyboard). For instance, if there are 14 records visible, pressing the **double-up arrow** scrolls the list up, displaying the previous 13 records of the list. The first record on the first screen becomes the last record on the new screen.



- The third button, or **up arrow**, scrolls up the list of records, one record at a time. If the record displayed at the top of the table window is the 17th record in the list, clicking the **up arrow** button will cause the 16th record to head the list instead.



- The fourth button, or **down arrow**, scrolls down the list of records, one record at a time. If the record at the bottom of the table window is the 17th record in the list, clicking the **down arrow** button will cause the 18th record to appear at the bottom of the list.



- The fifth button, or **double-down arrow**, scrolls the list of records down one table screen's number of records (the **Page Down** key on the keyboard behaves in the same manner).



- The bottom button, or **double-down arrow bar**, scrolls the list of records in the current window such that the last record of the list is at the bottom of the displayed records.

In addition to the main functions, there are these unusual or special features associated with the navigational buttons:

- Each navigational button can be activated by pressing **Tab** until a dotted line appears around the arrow(s) in the desired navigational button and pressing **Spacebar** or **Enter**.
- The middle four navigational buttons have an automatic repeat function, such that when the mouse **Click** (or **Spacebar**) is held down on one of the them, the button repeats its function until the **Click** (or **Spacebar**) is released.

2.1.9 Related Tables

Many of the table windows in ATOMS 2000 have a **Related Tables** option that allows the user to access other table windows related to the record selected in the first table window. Table 2-3 lists all the possible Related Tables that are accessible from each open table window.

For example, on the Edit TO window, the user can access the TO Increments window, the Needs window, and/or the On-Hand window from the **Related Tables**. Whichever TO is highlighted on Edit TO, the Increments for that TO appear in the TO Increments window; the Needs for all Sub-Accounts for that TO appear in the Needs window, and the On-Hand quantities for that TO for all Sub-Accounts appear in the On-Hand window. This allows the user to view other information about the selected record without going to another menu pick or running a report.

OPEN TABLE WINDOW	RELATED TABLES ACCESSIBLE
Edit TO	TO Increments, Needs, On-Hand
Edit Sub-Account	Contacts
Edit Review Month	Series
Edit Needs	Transactions, On-Hand
Edit Transactions	Needs

Table 2-3. Accessible Related Tables

Accessing the Related Tables can be done from selecting the table(s) from a drop box located between the **Find** and **Add** buttons, or from a second row of buttons located below the **Find**, **Add**, etc. buttons on the open table window; the user selects how from the Preferences menu (Paragraph 4.2.5.7).

2.1.10 Edit Window Menu Picks

To aid further in the reduction of typing errors, the table windows, report set-up windows, and many other individual edit windows have three menu bar commands of **File**, **Edit**, and **Help**. The commands are the same on all the windows, and the different menu picks are listed in Table 2-4.

MENU COMMANDS	MENU PICKS	FUNCTIONALITY
File	C lose	Closes the open window
E dit	C ut	Copies and deletes the data in the selected field
	C opy	Copies the data in the selected field
	P aste	Pastes the data last copied into the selected field
H elp	S creen Help	Activates specific window-sensitive help screens
	C ontents	Activates the help index for ATOMS 2000

Table 2-4. Window Menu Commands

The most important of these is **Edit**, because it allows the user to copy, cut, and paste some of the fields on the window, with these restrictions:

- **Edit**, **Cut** does not delete the data on table windows;
- **Edit**, **Paste** does not paste the data over the data on table windows;
- The keyboard commands of **Control+C**, **Control+X**, and **Control+V** do not work on the table windows (although the menu picks do work).

This functionality is probably most useful when checking data on a table window and then wanting to search another window for a particular Stock Number or to run a report on a particular TO.

2.1.11 Date Fields

Most date fields in ATOMS 2000 are entered using a similar structure and format. While beginning users may experience some difficulty entering the date—switching from typing the date, to using the mouse to select the month, to typing in the four-digit year—there is an easier way:

- 1) Place the cursor (**click** or **Tab** into) the first text box.
- 2) Type in the one- or two-digit date.
- 3) **Tab** to the month field. Type the first letter of the month desired.

NOTE

If the month desired has the same initial letter as another month, typing the same letter again “cycles through” the months in chronological order. For instance, typing an **A** first selects the month April; typing **A** again selects August; a third **A**, back to April.

- 4) **Tab** to the year field. Type in the four-digit year to complete the date.

Once the date is complete and the cursor is moved out of the year field, the date is completely entered into the database.

2.1.11.1 Today's Date

There is a special case in entering a date in ATOMS 2000 date fields. If the user wants to enter today's date, the cursor should be placed in the date, month, or year field and a **T** typed on the keyboard. The date field is then filled with today's date.

2.2 DOCUMENTATION AND SUPPORT

2.2.1 User's Guide

The ATOMS 2000 User's Guide replaces TO 00-5-2-2 and the previous ATOMS User's Guide (version 4.3.2a), and is designed to be a stand-alone document. It contains steps for installing and operating ATOMS 2000. Explanations of the ATOMS program functionality are correlated to the TO procedures from TO 00-5-2, and the screen layouts and menu options are listed and described.

2.2.1.1 User's Guide Conventions

Table 2-5 lists other conventions used in this user's guide.

In addition to those listed in Table 2-5, this manual also offers helpful hints on typed commands for those users who use the keyboard exclusively (and avoid using a mouse). For example, to create a new file, a mouse user would select (**click**) the word "File" from the splash screen's menu bar using the mouse, slide the still-clicked mouse down the list of commands to the word "New" until it was highlighted, and then release the mouse button. An exclusive keyboard user would instead hold down the **Alt** key, press the letter **F** (for File), release both keys simultaneously, and then press the letter **N** (for New). Both are written concurrently in this document in the following way: select **File**, **New**. Both words are bold to indicate something the user types or selects, and the "F" and "N" are underlined to indicate that they are the hot-keys. For more information, see the paragraph entitled Alternate Keystrokes in the Keyboarding section of Appendix F of this document.

SUBJECT MATTER	CONVENTION	EXAMPLE
Menu options	All capital letters	ACCOUNT FILES
Text or key typed by user	Bold type	Enter (press the Enter key)
Files, directories, extensions	Italics type	<i>Accounts.txt</i> or <i>c:\atoms</i> or <i>*.pdf</i>
Field data	Small caps type	RESCIND OR DELETE IN THE STATUS FIELD
Paragraph title (reference)	Underlined	see <u>Selecting Options</u> in Section 1.1
Window title	Underlined	the <u>Edit TO</u> window appears
Chapter numbering	One number (invisible)	SYSTEM OVERVIEW
Section numbering	Two numbers/indentures	2.5 DOCUMENTATION
Paragraph numbering	Three numbers/indentures	2.5.2 User's Guide Conventions
Procedure to be followed	Number with right paren.	1) Type the number and press Enter.
Lists of options	Bullets	<ul style="list-style-type: none"> • TO/Series Inventory by Account

Table 2-5. User's Guide Conventions

2.2.1.2 What The User's Guide Is Not

This ATOMS 2000 User's Guide is not intended to be a manual on how to run a TO Distribution Office. The examples and suggestions given in this manual are exactly that—examples and suggestions—and do not represent official AF directives.

Instead, it is a manual that explains how to use a piece of software—the ATOMS 2000 program. If the user is unfamiliar with the TODO environment and responsibilities, or how a TODO is to perform routine or special tasks, the answers will probably be found in TO 00-5-2 instead.

2.2.2 Help Screens

Help screens are also provided within the ATOMS 2000 program. They are not, however, a repeat of the User's Guide. The help screens contain reference information: lists of the data entry fields, buttons, etc., on each screen, and the purpose of each. By contrast, the User's Guide contains step-by-step instructions, making it more of a tutorial document.

2.2.3 Support

For technical assistance in any manner regarding ATOMS 2000, contact:

Virtual Information Center (VIC)

DSN 787-4499; commercial (937) 257-4499

E-mail: MSG.VIC.support@wpafb.af.mil

Web page: <https://msg.vic.wpafb.af.mil>

2.2.3.1 Help About Box

The same information can be found on the Help, About box:

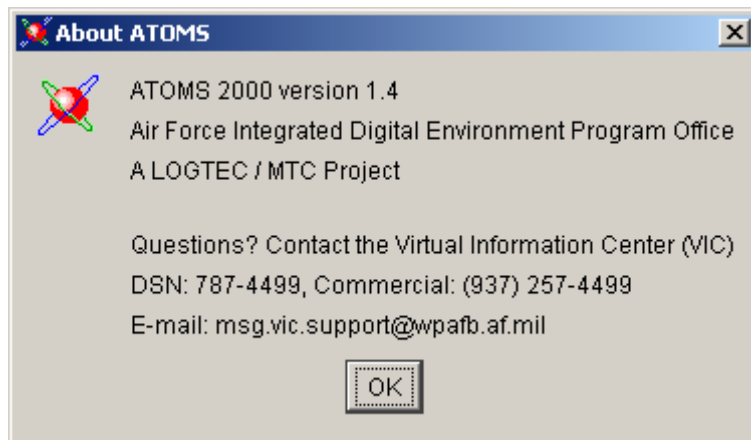


Figure 2-7. The Help About Box

CHAPTER 3

STARTING ATOMS 2000

3.1 OVERVIEW

This chapter describes the downloading (from the Internet), installation, and initial set-up of the ATOMS 2000 program. It also contains procedures for converting legacy data from ATOMS 4.3.2a into ATOMS 2000 format, as well as some trouble-shooting techniques and disaster recovery procedures in the event that the initialization goes awry.

3.2 DOWNLOADING ATOMS 2000

This process involves obtaining a file or set of files from a website and saving it/them onto the user's PC. In ATOMS 2000, only the program file is downloaded; data records are not (except blank ones). It can be either a complete download (for new users) or a partial download (for current users upgrading to the most current version).

3.2.1 A Complete Download

To download ATOMS 2000 onto a new user's PC from the Internet, follow these steps:

- 1) Use MS Explorer to create a temporary directory on the root directory of the PC (typically the C drive). A suggested name for the temporary directory (and the one used in these directions) is *A2K_install*.
- 2) Access the website from which ATOMS 2000 can be downloaded (see Figure 3-1). Go to the TO System Information home page at <http://www.ide.wpafb.af.mil/toprac/to-syste.htm> and click the **ATOMS Program Files** button, and then the **ATOMS 2000** button on the next screen.

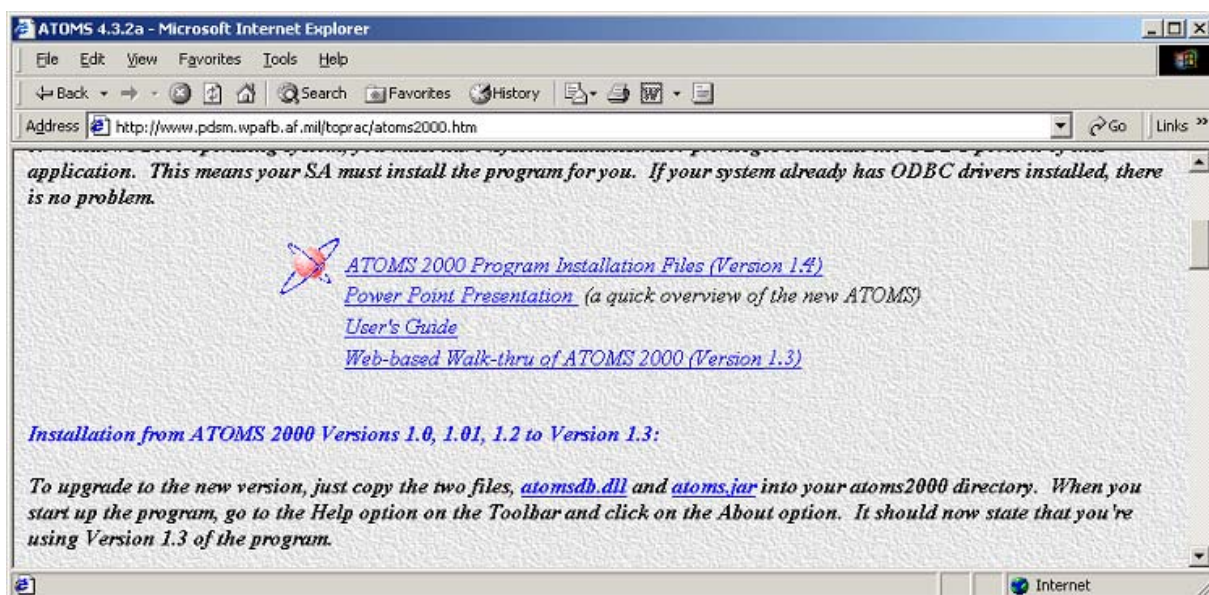


Figure 3-1. The ATOMS 2000 Website

- 3) **Click** the link displayed to initiate the download. The link should read “ATOMS 2000 Program Installation Files” (or something similar).
- 4) When the **File Download** dialogue box appears, be sure the “Save this file to disk” option is selected (see Figure 3-2) and click **OK**.
- 5) When the **Save As** dialogue box appears, select the directories such that the *ATOMS_install.exe* file is to be saved in the temporary *A2K_install* directory created earlier. Note in Figure 3-3, the Save in: text field contains the name of the temporary directory.
- 6) After downloading is finished, use MS Explorer to locate the downloaded *ATOMS_install.exe* file in the temporary directory. Check that this file has been saved in the temporary *A2K_install* directory; if so, then the installation process is ready to begin.

If the download was successful, then skip to Paragraph 3.3.1, Installing ATOMS 2000.

3.2.2 A Partial Download

To download files for upgrading the ATOMS 2000 program currently being used, follow these steps:

- 1) Be sure to **Exit** ATOMS 2000. This process will not work if the program is currently running.
- 2) Access the website from which ATOMS 2000 can be downloaded (see Figure 3-1). The URL for the website is <http://www.ide.wpafb.af.mil/toprac/atoms2000.htm>.
- 3) Use Windows Explorer to **copy** the *atoms.jar*, the *atomsdb.dll*, and/or any other files listed on the website that are to be downloaded. **Paste** them into another directory on the PC, or onto a removable medium, such as a floppy or zip disk. Be sure it is a copy, not just a shortcut.
- 4) **Click** on the link in the bottom paragraph that says *atoms.jar*.
- 5) When the **File Download** dialogue box appears, be sure the “Save this file to disk” option is selected (similar to Figure 3-2) and click **OK**.
- 6) When the **Save As** dialogue box appears, select the directories such that the *atoms.jar* file is to be saved in the *c:\atoms2000* directory (note that this location is different from the location of the original download).
- 7) When told that the file already exists and asked if you want to replace the old with the new, say **Yes** (Figure 3-4).
- 8) Repeat the same process for the *atomsdb.dll* file; say **Yes** to replace it also.

The partial download is complete. Run the ATOMS 2000 program. Select the **Help, About** box to see if the version number has been changed, indicating a successful upgrade.

If the upgrade is unsuccessful, recover the file(s) copied in step 3 and paste them back into their original location (typically, the *c:\atoms2000* directory).

Another method of installing a partial upgrade is to install the complete program again, as described in Paragraph 3.3.1, Installing ATOMS 2000, but clicking off (☐) the Starter database box in step 9.

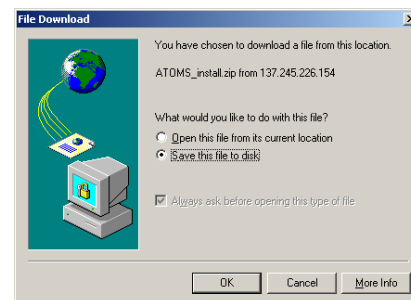


Figure 3-2 Save Download to Disk

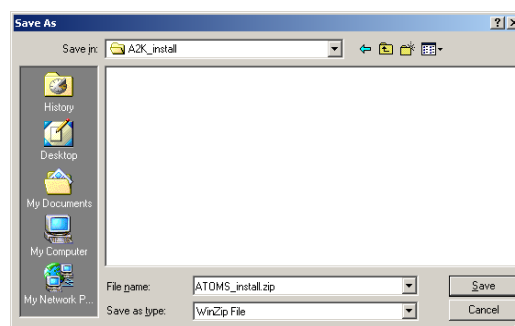


Figure 3-3. Save As Dialogue Box

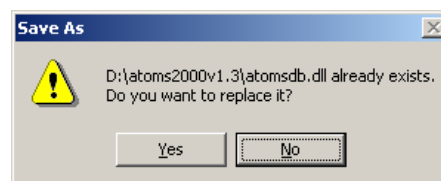


Figure 3-4. Replace File Option

3.2.3 Installing Acrobat Reader

In order to read the .PDF file of the ATOMS 2000 User's Manual, the user must have Adobe's Acrobat Reader installed. This is a simple procedure from TO 00-CD-1, as outlined in that disk's *READ_1ST.TXT* file. **Double-clicking** the Acrobat Reader Installer, *AR32E301.EXE*, and following the on-screen instructions installs a 32-bit copy of Acrobat Reader.

An alternative method of installing Acrobat Reader on one's PC would be to visit Adobe's website and download it from there (<http://www.adobe.com/products/acrobat/readermain.html>). One advantage to obtaining Reader this way is that the most current version of the application is always available.

The installation program will indicate if Acrobat Reader is already installed on the PC, allowing the user to abort a duplicate installation. After installation, the ATOMS 2000 User's Guide can then be viewed as an on-line manual (see Paragraph 2.2.1, ATOMS 2000 User's Guide).

3.3 INSTALLATION AND SET-UP

3.3.1 Installing ATOMS 2000

Three separate items can be installed when installing ATOMS 2000:

- A "blank" starter database for storing ATOMS 2000 data; contains some records for the Look-Up Tables with standard Classifications, Proponents, User Symbols, Transaction Status, and Advice Codes, all of which can be modified, if necessary (see Standard Look-Up Data, Appendix D).
- JAVA's Virtual Machine, a run-time application for running the ATOMS 2000 program
- ODBC (Open Data Base Connectivity) drivers, used to convert ATOMS 4 data to ATOMS 2000 format

All three items' installations are optional. The following table explains the reasons for choosing NOT to install them:

ITEM	REASON ITEM SHOULD NOT BE INSTALLED
Starter database	An ATOMS 2000 database exists; installation is part of trouble-shooting process
JAVA VM	JAVA VM is already installed on the PC <i>in the standard location</i>
ODBC	The user is starting a new database, with no ATOMS 4 data to convert

Table 3-1. Reasons Not To Install

To install ATOMS 2000 onto a user's PC, follow these steps:

- 1) Follow the instructions to download the program file from the Internet as described in Paragraph 3.2.1, A Complete Download.
- 2) Close/exit all open applications.

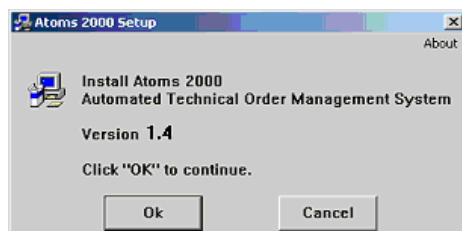


Figure 3-6. ATOMS 2000 Setup

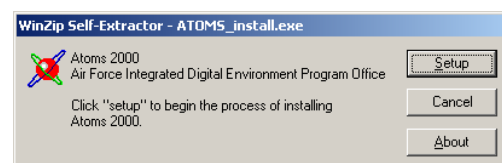


Figure 3-5. WinZip Self-Extractor

- 3) Use Windows Explorer or File Manager to locate the *ATOMS_install.exe* file (probably saved in the temporary *A2K_install* directory) and **double-click** it to begin.
- 4) The WinZip Self-Extractor window appears (Figure 3-5). Click **Setup** to begin. Many files are extracted from the *ATOMS_install.exe* file, and placed into a temporary directory.

5) The ATOMS 2000 Setup window appears (Figure 3-6), showing Version 1.4. Click **OK**.

6) The License Agreement window appears. After reading it, select **I Agree** to continue.

7) The JAVA Install window appears (Figure 3-7), the first of three optional installs. The check box at the bottom of the window is checked if the installation program cannot find JAVA already installed *in its default location*. If you know that JAVA is already installed, but in a non-default location, uncheck this box. In either case (checked or unchecked), click **OK**, as clicking **Cancel** halts the entire installation of ATOMS 2000.

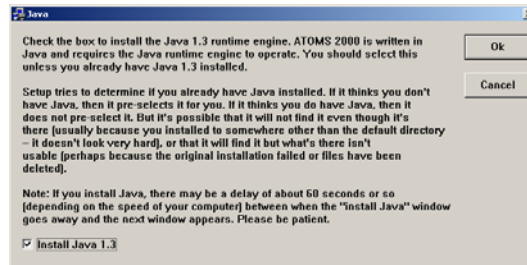


Figure 3-7. JAVA Install

8) The ODBC window appears (Figure 3-8). The check box at the bottom of the window is checked if the installation program cannot find ODBC drivers already installed, or if the versions it does find are older than the ones that come with ATOMS 2000. If you know that the ODBC drivers are already installed, or that there will never be a need to convert ATOMS 4 data to ATOMS 2000 data, uncheck this box. Click **OK** (clicking

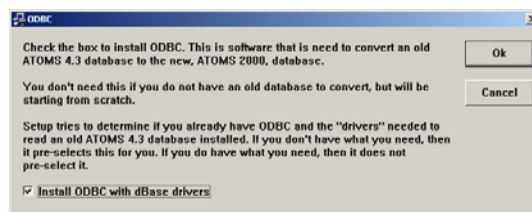


Figure 3-8. ODBC Installation

Cancel halts the installation of ATOMS 2000).

9) The Starter Database window appears (Figure 3-9). If this is the first time installing ATOMS 2000, be sure this box is checked on (☒); if previous ATOMS 2000 data files are "found" by the installation program, this box will be checked off (☐). Click **OK**.

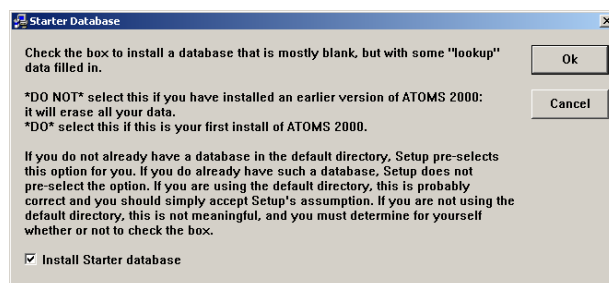


Figure 3-9. Starter Database Installation

NOTE

The installation program looks for Java, ODBC, and a starter database—if absent, it defaults to having them installed; if present, to skipping their installation. It also overwrites previous, or earlier, versions of them.

10) The Path and Start Menu Group window appears. Unless there is an unusual reason for changing it (such as not having a C drive), select **Continue**.

11) When the Setup Complete window appears, click **OK**.

There should be an ATOMS icon on the desktop and on the taskbar under Programs. Installation of the ATOMS 2000 program is complete.

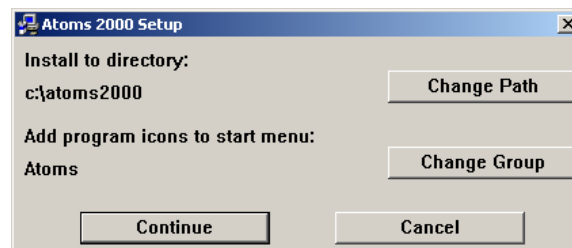


Figure 3-10. ATOMS Path and Group Selection

3.3.2 Upgrades to ATOMS 2000

Periodic upgrades to ATOMS 2000 may occur, as software enhancements and new features are added. In most cases, the upgrades will include an automatic “fixing” of the data, along with a corresponding message (Figure 3-11), the first time the program is run after installing the upgrade.

3.3.3 Problems Installing ATOMS 2000

During installation of ATOMS 2000, there are several points where problems may occur, usually depending upon the PC and its settings. Some of the more common ones are described below, along with possible processes to follow, should they occur.

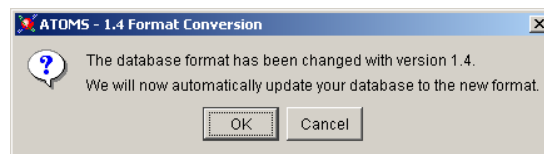


Figure 3-11. Automatic Update

NOTE

The titles of these paragraphs are not intended to match error messages received, but are descriptions of possible problems. While running ATOMS 2000, for instance, there will never be a “Download Incomplete” message displayed.

3.3.3.1 Download Not Allowed

The ATOMS 2000 installation file that is downloaded from the website in Step 1 of Paragraph 3.3.1, Installing ATOMS 2000, is an executable file—that is, it has the filename extension of *EXE*. Several virus protection applications prevent the downloading of any executable files, and one or more of them are constantly running in the background after starting the PC.

To circumvent this protection scheme, turn off any virus protection application, if possible. The icon for this type of software usually appears in the clock area of the Windows taskbar. Once the download is complete, then exit (shut down) Windows; then restart the PC (to cause the virus protection application to run again).

NOTE

Any time the user downloads software or turns off virus protection applications, it is recommended that the support of the local area network (LAN) personnel be consulted or present prior to beginning.

If the ATOMS 2000 installation file is still unable to be downloaded, consult the LAN personnel for assistance. If they are also unable to download the file, contact the VIC (see Paragraph 2.2.3, Support).

3.3.3.2 Download or Installation Incomplete

During operation, there may be times when the ATOMS 2000 program does not work as expected. Often times, simply re-indexing the database by selecting **Utilities, Re-Index** will correct the problem. If the same operation—such as running a particular report, for instance—repeatedly malfunctions, however, the reason may be because the original download or installation was incomplete.

If it is suspected that such an event has occurred, these are the steps to follow:

- 1) Select **Utilities, Re-Index**.
- 2) Exit ATOMS 2000 by selecting **File, Exit**. Run the recommended back-up by clicking the **Back-Up** button. When the Backup window appears, click the **Ok** button. When the files are backed up, click the **Exit** button.
- 3) Use Windows Explorer to copy the files from the *c:\atoms2000\data* directory onto a floppy or LAN drive. There should be either 30 or 32 files, half with the extension **.DB* and duplicate filenames to match them with the extension **.IDX*.

- 4) If the original installation directory, typically *c:\a2k_install*, still exists and contains the *ATOMS_install.exe* file, **double-click** it to start the installation process. Follow the procedure in Paragraph 3.3.1, Installing ATOMS 2000. When the Starter Database window appears (Figure 3-9), be sure the check box is unchecked (☐.
- 5) When the installation is complete, **double-click** the ATOMS 2000 icon on the desktop. Select **Edit, TO**, making sure the data records were not lost. If the Edit TO window still contains TO records (as it should), then skip to Step 8.
- 6) Using Explorer, copy the files saved to the floppy or LAN drive into the *c:\atoms2000\backup* directory.
- 7) Within ATOMS 2000, select **Utilities, Restore**. When the Restore window appears, click **Select directory**, and **OK** when "Done."
- 8) Select **Edit, TO**. The Edit TO window should once again contain TO records.
- 9) Run the report or function that was not working properly before to see if it works now.

If it does work correctly, the re-installation fixed the problem. If not, contact the VIC (see Paragraph 2.2.3, Support).

3.3.3.3 JAVA Installation Error

In more than one year of use and well over 500 installations, there has been one report of the JAVA installation not working correctly. The message that occurs is something like "Cannot run 16-bit program with a 32-bit machine."

The user should contact the LAN personnel for assistance in installing the JAVA program. If they are unsuccessful, the next step is to contact Sun Microsystems, as they are the creators of JAVA. Calling the VIC (Paragraph 2.2.3, Support) will not help, as the IDE SPO did not write JAVA.

3.3.3.4 ODBC Installation Not Allowed

Sometimes the installation process freezes or aborts, typically during the attempted installation of the ODBC drivers. The main reason for this is that the ODBC drivers are system files, and to write (or over-write) system files, the user must have system administrator privileges.

The "simple" solution to this is to get system administrator privileges, install the ODBC drivers, and then have the privileges revoked. This must be done with the assistance of the LAN personnel, as they are the only ones with the authority to grant (and revoke) administrator privileges. If the LAN personnel must perform the installation, they must do so, logging in as normal user of that PC. Obtaining the personal attention and time of the LAN personnel can be difficult, but might be necessary for following this operation.

Something to consider before enlisting LAN aid, however, is that the ODBC installation is only necessary if there is a need to convert ATOMS 4 data to ATOMS 2000 data. If the user is starting a new database/TODO operation, or already has ATOMS 2000 data available, the ODBC installation is unnecessary. Simply un-check the box on the Install ODBC window (Figure 3-8) before clicking **OK**. ATOMS 2000 will run appropriately even without the ODBC installation, provided the **Convert Legacy data** utility is never accessed.

One way to check to see if the ODBC drivers (or correct versions of them) are installed, is to access the Control Panel on the PC—on the Taskbar, select **Start, Settings, Control Panel**. Click **Administrative Tools**, then **Data Sources**, and then the **Drivers** tab. The listing must contain

Microsoft dBase Driver (*.dbf), version 4.00.5303.0, created 21 July 2000

or a later version or Created date. If so, then installing the ODBC drivers can be skipped.

If the LAN personnel are unable to install the ODBC drivers, or if the **Convert Legacy data** utility of the ATOMS 2000 program still malfunctions, contact the VIC (see Paragraph 2.2.3, Support).

3.3.3.5 Other Problems

If there are other installation problems, such that the ATOMS 2000 program still malfunctions, contact the VIC (see Paragraph 2.2.3, [Support](#)).

3.4 FIRST TIME OPERATION

Once downloading and installation are successfully completed, the next step is that of entering data.

3.4.1 Established TODO

If the user is an established TODO, once installation of the ATOMS 2000 program is complete, these steps should be followed:

- 1) **Double-click** the short-cut icon on the desktop to start ATOMS 2000. A skeleton database “appears,” one that was created during installation, whose files are (typically) stored on the PC in the default directory *c:\atoms2000\data*.

NOTE

Every time the ATOMS 2000 program is run/opened, the default database is automatically opened; there is no need for the user to use the **File, Open database** command.

- 2) Read the ATOMS 2000 User's Guide (select **Help, User's Guide** from the splash screen).
- 3) Using the ATOMS 2000 program, establish Preferences (see Section 4.2, [Preferences](#)).
- 4) Follow the procedure in Paragraph 4.5.11, [Convert Legacy Data](#).

This completes the steps necessary to start a previously established TODO/TM Account using ATOMS 2000.

3.4.2 New TODO/TM Account

If the user is a new TODO/TM Account manager, after the successful installation of the ATOMS 2000 program, these steps should be followed:

- 1) Read TO 00-5-1, *AF Technical Order System*, and TO 00-5-2, *Technical Order Distribution System*. Both are available on TO 00-CD-1 or from <http://www.ide.wpafb.af.mil/toprac/to-syste.htm> (click the **Technical Orders** button, then the TO category labeled **00**).
- 2) **Double-click** the short-cut icon on the desktop to start ATOMS 2000. A skeleton database “appears,” one that was created during installation, whose files are stored on the PC in the default directory *C:\atoms2000\data*.
- 3) Read the ATOMS 2000 User's Guide (select **Help, User's Guide** from the splash screen).
- 4) Using the ATOMS 2000 program, establish Preferences (see Section 4.2, [Preferences](#)).
- 5) Add known Sub-Accounts and their Contacts to the database (see Paragraph 4.3.2, [Add a Sub-Account or Contact](#) and Paragraph 4.3.3, [Add a Contact](#)).
- 6) Begin adding TOs to the database (see Paragraph 4.4.2, [Add a TO or TCTO Header](#)). Add only those TOs that are part of the organization's continuing requirement.

NOTE

Adding TOs or TCTO Headers at this point DOES NOT establish an ID for the manuals, but merely adds them to the list of possible TOs used in the TODO's organization. All TOs need not be added now, although doing them all at once may be easier; TOs can also be added to the database any other time, including at the same time a Need is established.

This completes the steps necessary to start a new TODO/TM Account using ATOMS 2000.

CHAPTER 4

MAINTENANCE FUNCTIONS

4.1 OVERVIEW

This chapter contains the database maintenance functions of ATOMS 2000. One can think of these as the “house-keeping” part of being a TODO. The topics covered include the establishment of user preferences, the creation of records for TOs, Sub-Accounts, and Contacts, explanations of the table windows and how to use them, and the terms and definitions of fields on the windows (for a complete listing of all ATOMS 2000 terms, see [Appendix C](#) of this manual). Many of the processes described are similar, in that they involve the standard database functions of Add, View, Modify, and Delete and will use the edit buttons quite extensively (see [Edit Buttons](#) in Paragraph 2.1.7).

Most of the commands described in this chapter will be used rarely in the daily TODO operation; some of them will be used only once during the program's lifecycle, and some may never be used. Many of the windows described are accessed from other windows, sometimes as a list from which to **Pick**, and sometimes as a short-cut to combine multiple functions from the TODO operational windows. Many of the records may be created when converting from an earlier version of ATOMS, greatly reducing the amount of use of these functions.

4.2 PREFERENCES

The [Preferences](#) window (Figure 4-1 and others) allows the user to select options for the overall use of ATOMS 2000, from back-up locations to “look and feel.” The options are on five different windows, accessed by tabs. Each option on the [Preferences](#) window is explained in the following paragraphs.

4.2.1 Directories

The Directories tab of the [Preferences](#) window allows the ATOMS 2000 user to select directory locations for the storage and/or retrieval of files. All function in the same way—the user may type in the correct directory, or **Browse** for a location in a typical [File Selection](#) window.

NOTE

It is recommended that all directory locations on the [Preferences](#) window be selected by using the associated **Browse** function. Even a one-character mistake in typing would point the program to the wrong location.

Each location option is listed and described in the following paragraphs.

4.2.1.1 Database Directory

The Database Directory is the directory that contains all files necessary for the useful operation of ATOMS 2000. It is the main directory, it defaults to *C:\atoms2000\data*, and under normal operating conditions, it is never changed. A user might select a different Database Directory in order to create a second ATOMS database or compare two databases. Another possibility might be if two TODOs are using the same computer—both could run ATOMS 2000 if they used separate database directories (see Paragraph 4.6.4, [Multiple TODO Accounts](#)).

4.2.1.2 Order Directory

Order files are simple text files that are created according to MILSTRIP regulations. When ATOMS 2000 creates one, its extension is *TPR*. The Order Directory listed in the Preferences widow is the location where order files are stored; during set-up, it defaults to *C:\atoms2000\order*. It may contain both *TPR* and *SNT* files (see Paragraph 5.4.5, Send An Order).

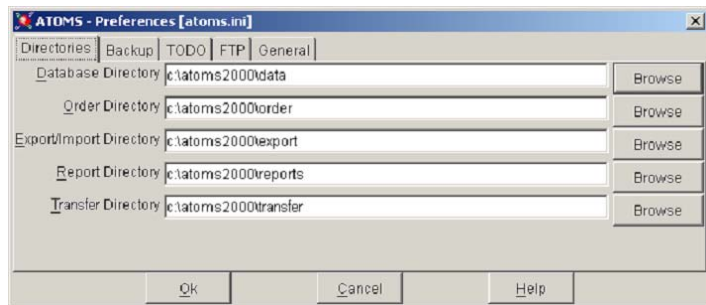


Figure 4-1 Preferences Window Directories Tab

4.2.1.3 Export/Import Directory

The Export/Import Directory is the location where one or more files are stored during an ATOMS 2000 Utilities **Export** procedure, and where ATOMS 2000 looks for one or more files during an **Import** procedure. It defaults to *C:\atoms2000\export*, and may contain text files of any of the major fields in the ATOMS 2000 database; filenames include *Advice*, *Classification*, *Contact*, *Distribution*, *Need*, *On-hand*, *Proponent*, *Review*, *Sub-Account*, *TO*, *TO Increment*, *Transaction*, *Transaction Status*, and *User Symbol*. In the *export* directory they will have the extension *.CSV*, whereas in the *data* directory, the extensions will *.DB* and *.IDX*. The user may then manipulate the exported files with other applications, such as spreadsheets, word processors, or other database applications, to allow them to be included into reports or to make global changes to the data. The Import feature then allows those changes to be incorporated into the database (see Paragraph 4.5.5, Export and Paragraph 4.5.6, Import).

4.2.1.4 Transfer Directory

The Transfer Directory is the location where files are stored during an ATOMS 2000 Utilities **Transfer Sub-Account Out** procedure, and where ATOMS 2000 looks for one or more files during an **Transfer Sub-Account In** procedure. It defaults to *C:\atoms2000\transfer*, and may contain text files of any of the major fields in the ATOMS 2000 database; filenames include *advice*, *classify*, *contact*, *distrib*, *need*, *onhand*, *propon*, *subacct*, *symbol*, *to*, and *toinc*. Similar to the export files, the files in the *transfer* directory will have the extension *.CSV*. The user uses this feature to move one or more Sub-Accounts from one TODO to another (see Paragraph 4.5.8, Transfer Sub-Account).

4.2.1.5 Report Directory

The Report Directory is the location where standard Reports generated by ATOMS 2000 may be stored as *CSV* or *RTF* files. It defaults to *C:\atoms2000\reports* during installation, but, as with all of these directories, may be changed from this Preferences window (see Section 5.6, Reports).

4.2.2 Back-Up

The Back-Up tab of the Preferences window contains a set of text fields that allows the ATOMS 2000 user to select three different directory locations for backing up the database files (see Figure 4-2). Back-Up Directory 1 defaults to *C:\atoms2000\backup* at set-up. During an ATOMS 2000 **Back-Up** procedure, an exact duplicate of the database files is created and then stored in the back-up directory location selected (it is also where

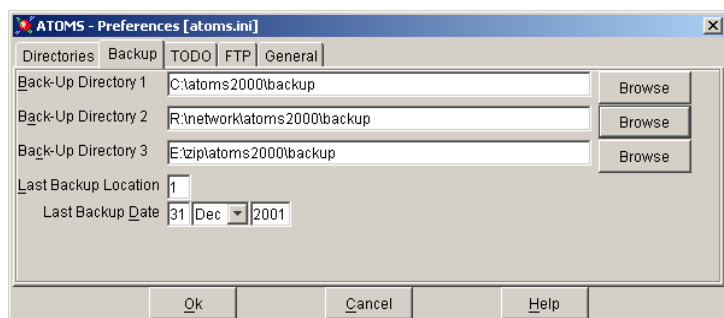


Figure 4-2. Preferences Window, Back-Up Tab

ATOMS 2000 looks for files when doing its **Restore** function). The user is given a choice as to which back-up location is to be used, or can opt to allow the program to default to the next in the series.

Under normal conditions, if a user runs a Back-Up procedure and immediately afterward closes ATOMS 2000, the files stored in the *back-up* directory will be identical to those in the *data* directory.

In the example shown in Figure 4-2, the C drive location is Back-Up Directory 1, Back-Up Directory 2 is a network drive, and Back-Up Directory 3 is a zip disk. If the user would prefer only two rotating locations, simply leaving one of the text boxes blank will accomplish that.

4.2.3 TODO

The TODO tab of the Preferences window contains several fields relating to the Distribution Office. Two of these fields—the TODO Code and the JCALS TM Account—are required to be entered before the user can select **OK** on the Preferences window. It is extremely important that this information be correct, since it is included in every order file that is sent.

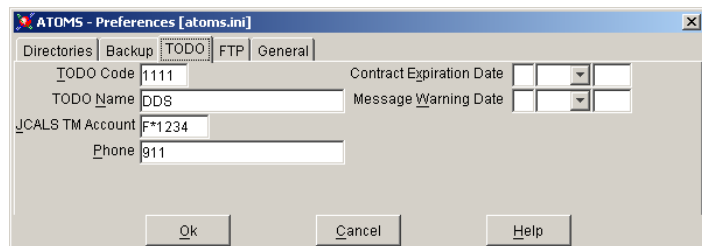


Figure 4-3. Preferences Window, TODO Tab

To add the initial information to or modify the information in the TODO fields, follow these steps:

- 1) From the splash screen, select **File, Preferences**. The Preferences window appears.
- 2) Click on the **TODO** tab.
- 3) **Click** (or **Tab**) into each field and type the correct information. Each field is described in the following sub-paragraphs.
- 4) When all fields are correct, click **Ok** to accept the changes or another tab on the Preferences window to make other changes.

4.2.3.1 TODO Code

Right now, every TODO must have a TODO code number officially assigned to the office by OC-ALC/TILU. The TODO Code field must contain exactly four alphanumeric characters.

4.2.3.2 TODO Name

This is the official name on the TODO application or point of contact (POC) for the office.

4.2.3.3 JCALS TM Account

The JCALS TM Account number is also assigned to each TODO; it is needed to process every order file that is sent. There is a one-to-one correspondence between a TODO Code and a JCALS Account Number. If the TODO code is known but the JCALS TM Account number is not (or if orders sent keep getting rejected), the user can determine the correct JCALS TM Account number at the following website: <http://www.ide.wpafb.af.mil/toprac/todolist/todoq.htm> by entering the TODO code and searching for a match.

The JCALS TM Account number is a code of exactly six alphanumeric characters, starting with either an E or an F, followed by an asterisk. An example would be E*051C.

4.2.3.4 Phone

This field should contain the TODO's telephone number; it may even start with the letters "DSN."

4.2.3.5 Contract Expiration Date

This field should contain the TODO's Contract Expiration Date (for contractor TODOs only), where the first text box is the day of the month, the second is the month, and the third is the four-digit year (see Paragraph 2.1.10, [Date Fields](#)).

Once the date is complete and the cursor is moved out of the year field, the Message Warning Date fills in automatically with the date that is 90 days earlier.

If it is unknown or irrelevant, the contract expiration date may be left blank.

4.2.3.6 Message Warning Date

The Message Warning Date field fills in automatically with the date that is 90 days earlier than the Contract Expiration Date entered. When ATOMS 2000 is opened on that date, a warning message appears (Figure 4-4) that displays when the contract expires (according to the Contract Expiration Date on the [Preferences](#) window). If the user would rather be warned on a different date, all three text fields (date, month, and year) can be edited (see Paragraph 2.1.10, [Date Fields](#)).

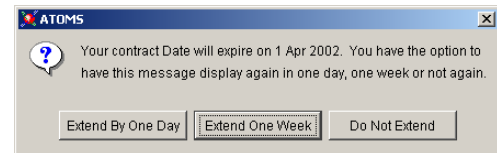


Figure 4-4. Contract Warning Message

There are three buttons on the warning message that allow the user to decide when to display the warning message again. The following list explains what each one does:

- **Warn Tomorrow**—changes the Message Warning Date on the [Preferences](#) window to one day later. When ATOMS 2000 is opened the following day, the warning message reappears.
- **Warn Next Week**—changes the Message Warning Date on the [Preferences](#) window to seven days later. When ATOMS 2000 is opened a week later, the warning message reappears.
- **Don't Warn Again**—deletes the Message Warning Date on the [Preferences](#) window. The warning message does not appear again unless the user enters another Message Warning Date.

A fourth option on the warning message is clicking the **X** in the upper right corner of the window, which closes the message window with no change to the Message Warning Date. As a result, the warning message then appears every time ATOMS 2000 is opened until the contract expires. (or another option is chosen)

4.2.4 FTP

The FTP (File Transfer Protocol) tab of the [Preferences](#) window contains several fields relating to the sending of *TPR* files to the Tinker Intersite Gateway (Figure 4-5). It is extremely important that this information be correct, since it is necessary to transmit order files successfully.

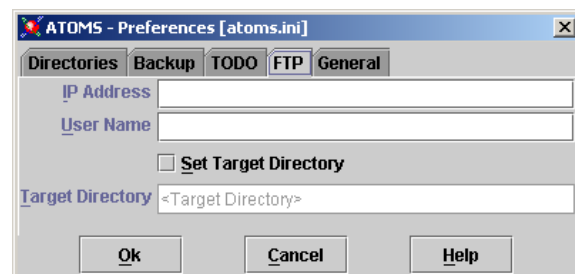


Figure 4-5. Preferences Window, FTP Tab

NOTE

This paragraph applies only to DoD TODOs—all others should refer to 00-5-2 for alternate procedures.

To initialize or modify the information in the FTP Address fields, follow these steps:

- 1) From the splash screen, select **File, Preferences**. The [Preferences](#) window appears.

- 2) Click on the **FTP** tab.
- 3) **Click** (or **Tab**) into each FTP field. Enter the correct information.
- 4) When all FTP fields are correct, click **Ok** to accept the changes or another tab on the Preferences window to make other changes.

Each of the FTP fields is described below.

4.2.4.1 IP Address

The IP (Internet Protocol) Address field contains the IP address for the Tinker Intersite Gateway. This is a special four-section number, separated by periods, used by one computer to connect to another across the Internet—in this case, the user's FTP PC client connects to Tinkers FTP server.

4.2.4.2 Username

The Username field contains the six alpha characters (all capital letters) assigned to each TODO for the purpose of ordering TOs.

4.2.4.3 Set Target Directory

The Set Target Directory check box defaults to the unchecked state (☐) and should remain so.

NOTE

At the present time, the Target Directory field is not used—the FTP server automatically sets the correct target directory. This field is included in the event that future requirements change.

4.2.4.4 Target Directory

The Target Directory field is inactive as long as the Set Target Directory box is unchecked (☐) and should remain inactive.

4.2.5 General Preferences

The General tab of the Preferences window (Figure 4-6) contains several fields relating to the overall usage of ATOMS 2000. Many of these fields are personal preferences that will be arrived at over a longer period of usage.

To initialize information to or modify the information in the General Preferences fields, follow these steps:

- 1) From the splash screen, select **File, P**references. The Preferences window appears.
- 2) Click on the **General** tab.
- 3) **Click** (or **Tab**) into or onto each General field. Enter the correct information, or toggle the check marks for desired the preferences.
- 4) When all General fields are correct, click **Ok** to accept the changes or another tab on the Preferences window to make other changes.

Each of the General fields is described below.

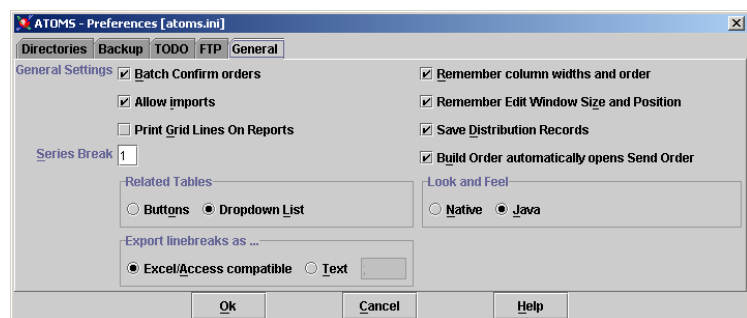


Figure 4-6. Preferences Window. General Tab

4.2.5.1 Batch Confirm

Having the **Batch Confirm orders** option on the Preferences window checked on automatically adds the “BATCH CONFIRM” transaction to the end of all Orders (*TPR* files) built by ATOMS 2000. When the Tinker/JCALS receives the order and finds “BATCH CONFIRM” in the TO Number field, it sends a reject message to the sending TODO when no such TO is found—a “return receipt” that the Order was received.

The default value at start-up is that the **Batch Confirm Orders** option is checked (☒). Clicking the check box (or **Alt+B**) toggles the option, if a confirm message is not desired.

4.2.5.2 Column Widths and Order

The layout of many of the windows that are in table form (see Paragraph 2.1.5, General Window Function and Layout) can be modified and saved according to user preference. If the **Remember Column Widths and Order** option is checked (☒) on the Preferences window and changes are made to the table layout, when the same window is subsequently opened, it retains the layout it had when last closed.

The user may define the layout of a window by resizing the column widths and/or column order. See Tables and Columns in Appendix F for information on resizing the columns. To rearrange the order of columns, place the cursor pointer on top of the column header, click the mouse button and hold it down, drag the column to the desired location, and then release the mouse button.

If a user-defined table layout is saved once, and the user checks this option off (☐) on the Preferences window, the default layout of the window appears the next time it is opened. If the user re-selects the option to be on (☒), the layout of the window reverts to the last saved set of values.

4.2.5.3 Edit Windows Size and Position

The table windows (see Paragraph 2.1.5, General Window Function and Layout) can be modified in size and location on the PC monitor, and then saved according to user preference. If the **Remember Edit Windows Size and Position** option is checked (☒) on the Preferences window and changes to the size or position are made to any table window, when the same window is subsequently opened, it opens in the same location and with the same size it had when last closed.

If the size and position of Edit windows are user-defined and saved, and the user checks this option off (☐) on the Preferences window, the windows appear with their default size and position the next time they are opened. If the user re-selects the option to be on (☒), the windows revert to the last saved set of values for size and position.

4.2.5.4 Allow Imports

The **Allow Imports** option on the Preferences window allows the user the option of being able to import data files into the ATOMS 2000 database after having made changes to the files created during an export. Default value is off (☐); when clicked on (☒), the Utilities, **Import** command becomes active—that is, able to be selected. This is an extra safeguard against the importation of files that may not be in the format needed for ATOMS 2000 to be able to read.

WARNING

Any changes in file structure, including extra or not enough spaces, tabs, and/or commas, might cause irreparable damage to the database. It is for this reason—the possibility of major damage to the data files—that the Import utility is active only if the **Allow Imports** box on the Preferences window is checked on (☒). Only advanced computer users should use the Import feature.

4.2.5.5 Save Distribution Records

The **Save Distribution Records** option on the Preferences window allows the user to keep an historic record of distributions of TOs made.

When TOs are received and distributed, a Distribution Report can be created and used as a “packing list” for the stack of TOs distributed to each Sub-Account. In a similar manner, a TODO might want to list all TOs distributed to Sub-Accounts during a particular time period, so that the Sub-Accounts could verify that they did indeed receive all their necessary TOs. The Distribution Report satisfies both of these requirements (see Paragraph 5.6.10, Distribution Report).

If **Save Distribution Records** is checked (☒) on the Preferences window, ATOMS 2000 stores a record for all TO Increments distributed. If **Save Distribution Records** is not selected (☐) , no record of any distribution is made, and running a Distribution Report is an exercise in futility (the report is empty of any useful data).

If the **Save Distribution Records** option is checked (☒) after TOs have already been distributed, the results are *not* retroactive—that is, the TOs already distributed will never be part of the Distribution Records (they still appear, however, as being on hand and in the inventory).

At any time, old distribution records may be purged from the system (see Paragraph 4.5.7, Purge).

4.2.5.6 Print Gridlines On Reports

The **Print Gridlines On Reports** option on the Preferences window automatically adds dotted lines on any report created by ATOMS 2000. The default value is on (☒) ; if checked off (☐) , no dotted lines appear on the reports.

The lines themselves are printed every third line of text. This is a throw-back to the days of the green-and-white-lined computer printer paper, where a user could match text on the two sides of the page by seeing whether it was on the top, bottom, or middle of the green (or white) strip (each strip was three lines of text high).

4.2.5.7 Related Tables

The **Related Tables** option on the Preferences window allows the ATOMS 2000 user to determine how to display the Related Tables on various table windows throughout ATOMS 2000. The two choices are by **Buttons** or by **Dropdown List**.

If **Dropdown List** is selected, the Related Tables are listed in a drop box that appears between the **Find** and **Add** buttons on the table windows listed in Table 2-3. If **Buttons** is selected, each Related Table is listed on a separate button that appears below the Help button on the open table window. The advantage to using the drop box is that more of the window space is used for displaying records.

4.2.5.8 Series Break

The **Series Break** option on the Preferences window allows the ATOMS 2000 user to determine to what degree of granularity the TO numbers in the database are to be divided into Series (see Paragraph 4.4.10, TO Series). The Series Break can be any integer (1, 2, 3, etc.), depending on how many characters are used to distinguish TO Numbers from one another.

Choosing a Series Break preference of 1, for example, will result in a fewer number of series being created, each of which contains more TOs. For example, all TOs starting with “0” will be in the same Series (since their first character group is “0”), while all TOs starting with, for example, “35” or “00” will be in other Series. A Series Break preference with a larger number will result in more series being created, each of which contains fewer TOs.

Table 4-1 gives a small sampling of TOs divided into Series based on the Series Break option on the Preferences window.

If Series Break is 1		If Series Break is 2		If Series Break is 3	
Series	TOs	Series	TOs	Series	TOs
0	0-1-01	0-1	0-1-01	0-1-01	0-1-01
	0-1-1-3		0-1-1-3	0-1-1	0-1-1-3
	0-1-1-4		0-1-1-4		0-1-1-4
	0-1-11		0-1-11	0-1-11	0-1-11
	0-4-5-2	0-4	0-4-5-2	0-4-5	0-4-5-2
	0-4-6-2		0-4-6-2	0-4-6	0-4-6-2
	0-4-6-3		0-4-6-3		0-4-6-3
00	00-110A-1	00-110A	00-110A	00-110A-1	00-110A-1
	00-110N-10	00-110N	00-110N	00-110N-10	00-110N-10
	00-20-14-WA	00-20	00-20-14-WA	00-20-14	00-20-14-WA
1	1-1-3	1-1	1-1-3	1-1-3	1-1-3
	1-1-300		1-1-300	1-1-300	1-1-300
	1-1-19		1-1-19	1-1-19	1-1-19
	1-1M-33	1-1M	1-1M-33	1-1M-33	1-1M-33
14	14-1-4	14-1	14-1-4	14-1-4	14-1-4
	14D1-1-1	14D1	14D1-1-1	14D1-1	14D1-1-1
	14D1-4-4		14D1-4-4	14D1-3	14D1-4-4
	14D1-4-5		14D1-4-5		14D1-4-5
	14D2-8-1	14D2	14D2-8-1	14D2-8	14D2-8-1

Table 4-1. TO Series Dependency on Series Break Option

4.2.5.9 Look and Feel

The **Look and Feel** option gives the ATOMS 2000 user a choice of having either a Java® or a Windows® format to the display. Neither option has an impact on the performance of the program. A major difference is seen in the buttons—when ATOMS is in **Native** mode (the default), each button appears to have a raised edge that flattens out when pressed; in **Java** mode, the button surface appears to be flat, level with the rest of the window, and is pushed “into” the window when pressed. This option helps to add a familiarity for many computer users, so that ATOMS 2000 looks and works like other, more widely distributed applications.

NOTE

Most of the screen shots (pictures) in this manual are taken when the Look and Feel option was set on **JAVA**, since it is the option the author prefers.

To change the Look and Feel of the display, follow these steps:

- 1) From the splash screen, select **File, Preferences**. The Preferences window appears.
- 2) Select the desired mode by clicking in the appropriate radio button (or by **T**abbing to it and pressing **S**pacebar).
- 3) Select **Ok**. The Preferences window disappears, the splash screen reappears, and all windows opened, including the splash screen, will have the appropriate "look and feel" to them.

The actual changing of the display occurs immediately after the Preferences window is closed. The last option chosen before exiting the program will be the one in force when ATOMS 2000 starts up for subsequent sessions.

4.2.5.10 Export/Import Linebreak

The **Export/Import Linebreak** option on the Preferences window allows the ATOMS 2000 user a choice of what character to use as a linebreak when exporting the data (see Paragraph 4.5.5, Export). Users of earlier versions of ATOMS 2000 experienced trouble with exporting, modifying, and then importing the data back into the program, mostly due to carriage returns within text fields (such as Catalog Notes). This feature is designed to remedy that situation.

There are two options: **Excel/Access** and **User Defined**. The default, **Excel/Access**, exports the data with a special linebreak character that most standard Microsoft products can read and understand. When the data files are imported back into ATOMS 2000, the program reads that special character and removes it as the import occurs. If the user does not export and import frequently, the **Excel/Access** option is recommended.

The other option, **User Defined**, exports the ATOMS 2000 data with a linebreak character that the user creates in the text box. Each record that is exported has that character or characters added to the end of its line. When the data files are imported back into ATOMS 2000, the program reads that character and changes it back into a linebreak as the import occurs, keeping the records separate from each other in the database.

When employing a user defined linebreak character, it is vital that a unique character or set of characters be created. If, for example, the user defined character were a semicolon, upon importing the data files, all semicolons would be stripped out and a carriage return would be inserted before the following text. In the Catalog Notes field, this would not necessarily be a problem; in the TO Number field, however, strange results would occur with the TO Number being split into separate lines. It is better to use a set of characters that are unlikely to occur naturally, such as **Q;X** or the like.

WARNING

Using a non-unique character as the linebreak character could result in a loss of data in your database. Using anything except the default (**Excel/Access** option) should be reserved for advanced users only.

4.3 SUB-ACCOUNTS AND CONTACTS

4.3.1 General

Sub-Accounts represent individuals or organizations that submit need requests to a TODO. ATOMS tracks the Sub-Accounts for a TODO with the following fields on the Edit Sub-Accounts window (Figure 4-7):

- **Sub-Account Number** – a number used to differentiate Sub-Accounts;
- **Remarks** – any text to describe the Sub-Account (typically a name or address);
- **Review Month** – the month the Sub-Account's records are reviewed.

NOTE

Sub-Accounts need not be limited to offices or individuals. The ATOMS 2000 user can make Sub-Accounts such as "Engineering" or "Jay down the hall" or "Library Annex, Room 717."

The Sub-Account Numbers have no significance to ATOMS. Typically, they start at 1 and follow sequentially. If the user desires, s/he could make all engine shops have Sub-Account Numbers in the 100s, flight lines in the 200s, etc.

In addition to these fields, each Sub-Account can have one or more **Contacts**. These might be, for instance, the individuals who work in a particular Sub-Account organization. The ATOMS program stores these fields associated with Contacts:

- **Sub-Account** – each Contact has an associated Sub-Account, stored by ATOMS as the Sub-Account Number;
- **Precedence** – gives an order of precedence in a list of Contacts (a "1" would be the first Contact, "a 2" the second, etc.); replaces Type of Contact (primary or secondary) in previous versions of ATOMS;
- **Name** – the name of the contact, or any other descriptive text;
- **Clearance** – security clearance level of the Contact;
- **Office Symbol** – the symbol of the office in which the Contact works;
- **Train Date** – the date the Contact was trained in all things ATOMS-like;
- **Assign Date** – the date the Contact was assigned to all things ATOMS-like;
- **Building** – the building in which the Contact works;
- **Phone** – the number at which the Contact can be reached.

The Contacts for a particular Sub-Account can be seen in a table window by selecting a Sub-Account on Edit Sub-Account window and clicking on the **Contacts** button. When both Edit Sub-Account and Edit Contacts for Sub-Account # windows are open, they can be positioned such that clicking a different Sub-Account in the Edit Sub-Account window causes the Contacts for that Sub-Account to appear in Edit Contacts for Sub-Account # window.

The following paragraphs describe the Sub-Account and Contacts procedures in ATOMS 2000.

4.3.2 Add a Sub-Account

To add a Sub-Account to ATOMS, follow these steps:

- 1) From the menu bar, select **Edit, Sub-Account**. The Edit Sub-Account window appears (Figure 4-7), displaying all current Sub-Accounts.
- 2) Click **Add** on the Edit Sub-Account window. The Add Sub-Account window appears (see Figure 4-8).

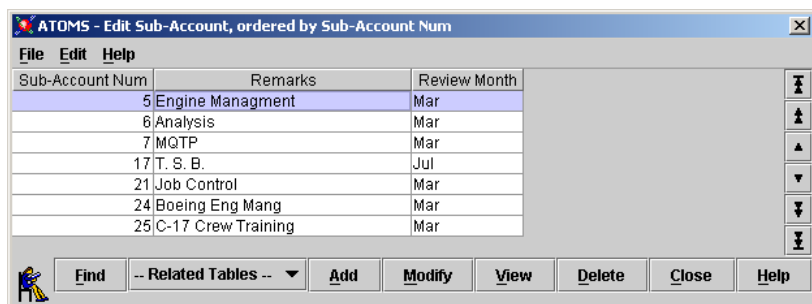


Figure 4-7. Edit Sub-Account Window

- 3) Enter a unique Sub-Account number, or accept the default (ATOMS finds the largest Sub-Account number assigned, increases it by one, and automatically uses it as the default number).
- 4) Enter any remarks—name, office, etc.—in the large text box and the review month, if known, for that Sub-Account.
- 5) Click **Add** on the Add Sub-Account window; it disappears, and the Edit Sub-Account window displays the updated list.
- 6) Click **Close** (or press **ESC**) on the Edit Sub-Account window; it disappears, displaying the splash screen.

Notice in Figure 4-7 that the Sub-Account numbers are not necessarily sequential, usually because of a Sub-Account transfer or deletion. Any unused number may be used to override the default value ATOMS assigns, if desired.

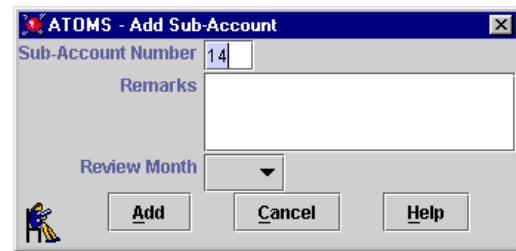


Figure 4-8. Add Sub-Account Window

4.3.3 Add a Contact

To add a Contact to a Sub-Account, follow these steps:

- 1) From the menu bar, select **Edit, Sub-Account**. The Edit Sub-Account window appears, displaying all current Sub-Accounts (Figure 4-7).
- 2) Select the Sub-Account to which the Contact is to be added.
- 3) Click **Contacts**. The Edit Contacts for Sub-Account # window appears (Figure 4-9).
- 4) Click **Add** on the Edit Contacts for Sub-Account # window. The Add Contact window appears.
- 5) Enter all data desired concerning the Contact.



Figure 4-9. Edit Contacts for Sub-Account

- 6) Click **Add** on the Add Contacts for Sub-Account # window; it disappears.
- 7) Click **Close** (or press **ESC**) on the Edit Contacts for Sub-Account # window; it disappears.
- 8) Click **Close** (or press **ESC**) on the Edit Sub-Account window; it disappears, displaying the splash screen again.

Adding a Contact to a Sub-Account can be done at the same time as adding a Sub-Account (Paragraph 4.3.2), although it may be less confusing to do the functions separately.

4.3.4 View a Sub-Account

To view a particular Sub-Account, follow these steps:

- 1) From the menu bar, select **Edit, Sub-Account**. The Edit Sub-Account window appears, displaying all current Sub-Accounts.
- 2) Select the particular Sub-Account to be viewed.

- 3) Click **View**. The View Sub-Account window appears, displaying the selected Sub-Account's information individually.
- 4) When finished viewing the selected Sub-Account's information, click **Cancel** (or press **ESC**) on the View Sub-Account window; it disappears.
- 5) When finished viewing all Sub-Accounts, click **Close** (or press **ESC**) on the Edit Sub-Account window; it disappears, displaying the splash screen again.

If viewing all Sub-Accounts, steps 2) through 4) above can be omitted.

4.3.5 View a Contact

To view a Contact for a particular Sub-Account, follow these steps:

- 1) From the menu bar, click **Edit, Sub-Account**. The Edit Sub-Account window appears, displaying all current Sub-Accounts.
- 2) Select the Sub-Account associated with the Contact(s) to be viewed.
- 3) Click **Contacts**. The Edit Contacts for Sub-Account # window appears.
- 4) To view a particular Contact's information in isolation, select it. Click **View**. The View Contact window appears.
- 5) When finished viewing the selected Contact's information, click **Cancel** (or press **ESC**). The View Contact window disappears.
- 6) Click **Close** (or press **ESC**) on the Edit Contacts for Sub-Account # window; it disappears.
- 7) Click **Close** (or press **ESC**) on the Edit Sub-Account window; it disappears, displaying the splash screen again.

If viewing all Contacts, steps 4) and 5) above can be omitted. In addition, if the windows are positioned so that both can be viewed simultaneously, selecting another Sub-Account in the Edit Sub-Account window will automatically display that Sub-Account's Contacts in the Edit Contacts for Sub-Account # window.

4.3.6 Modify a Sub-Account

To modify a Sub-Account, follow these steps:

- 1) From the splash screen, select **Edit, Sub-Account**. The Edit Sub-Account window appears, displaying all current Sub-Accounts.
- 2) Select the Sub-Account to be modified.
- 3) Click **Modify**. The Modify Sub-Account window appears.
- 4) Change any of the fields as desired.
- 5) Click **Modify** on the Modify Sub-Account window; it disappears, and the Edit Sub-Account displays the Sub-Accounts with any changes made.
- 6) Click **Close** (or press **ESC**) on the Edit Sub-Account window; it disappears, displaying the splash screen again.

4.3.7 Modify a Contact

To modify a Contact, follow these steps:

- 1) From the splash screen, select **Edit, Sub-Account**. The Edit Sub-Account window appears, displaying all current Sub-Accounts.
- 2) Select the Sub-Account of the Contact that is to be modified.
- 3) Click **Contacts**. The Edit Contacts for Sub-Account # window appears.
- 4) Select the Contact to be modified.
- 5) Click **Modify**. The Modify Contact window appears.

- 6) Change any of the fields as desired.
- 7) Click **Modify** on the Modify Contact window; it disappears.
- 8) When all Contacts are modified as desired, click **Close** (or press **ESC**) on the Edit Contacts for Sub-Account # window; it disappears.
- 9) Click **Close** (or press **ESC**) on the Edit Sub-Account window; it disappears, displaying the splash screen again.

4.3.8 Delete a Sub-Account

A Sub-Account may be deleted from the ATOMS 2000 database for any of a number of reasons—retirement, leaving, etc. If the Sub-Account is transferring from one TODO to another, however, ATOMS has a specific function to accommodate that situation—it copies information about the Sub-Account to external files that can be physically transported to the receiving TODO (by email, on a floppy, etc.) and then transferred into that TODO's ATOMS 2000 system. See Paragraph 4.5.8, Transfer Sub-Account.

To delete a Sub-Account, follow these steps:

- 1) From the splash screen, select **Edit, Sub-Account**. The Edit Sub-Account window appears, displaying all current Sub-Accounts.
- 2) Select the Sub-Account to be deleted.
- 3) Click **Delete**. The Delete Sub-Account window appears.
- 4) Click **Delete** on the Delete Sub-Account window. If there are any Contacts, On-Hand records, or Needs associated with the Sub-Account, a dialogue box appears displaying the number of associations that will also be deleted (Figure 4-10). Click **Ok** (or press **Enter**) to continue. The dialogue box disappears, the Delete Sub-Account window disappears, and the Edit Sub-Account window displays the updated list.

NOTE

When a Sub-Account is deleted from ATOMS, a Need for each TO for which the former Sub-Account was on ID is automatically created and included on the next Order built, with a total (TODO) ID quantity reduced by the deleted Sub-Account's ID quantity.

- 5) Click **Close** (or press **ESC**) on the Edit Sub-Account window; it disappears, displaying the splash screen again.

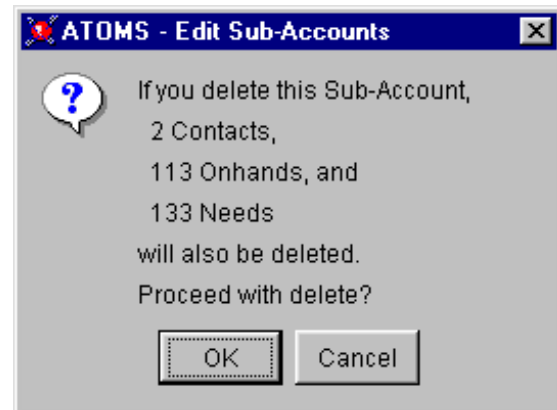


Figure 4-10. Proceed with Sub-Account Delete

4.3.9 Delete a Contact

To delete a Contact, follow these steps:

- 1) From the splash screen, select **Edit, Sub-Account**. The Edit Sub-Account window appears, displaying all current Sub-Accounts.
- 2) Select the Sub-Account from which the Contact is to be deleted.
- 3) Click **Contacts**. The Edit Contacts for Sub-Account # window appears.
- 4) Select the Contact to be deleted.
- 5) Click **Delete**. The Delete Contact window appears.
- 6) Click **Delete** on the Delete Contact window; it disappears, and the Edit Contacts for Sub-Account # window reappears with updated data.

- 7) Click **C**lose (or press **ESC**) on the Edit Contacts for Sub-Account # window; it disappears.
- 8) Click **C**lose (or press **ESC**) on the Edit Sub-Account window; it disappears, displaying the splash screen again.

4.3.10 Sub-Account Miscellany

4.3.10.1 Short-Cuts and Automatic Fill-Ins

Double-clicking a Sub-Account record or a Contact record causes that record's individual Modify window to appear.

When a new Sub-Account record is added, ATOMS 2000 automatically assigns the Sub-Account Number field with the number that is one more than the largest currently used Sub-Account Number.

4.3.10.2 Icon

The icon that appears in the lower left corner of the Edit Sub-Account window is the image of a person sitting in a chair, reading a book, as shown in Figure 4-11.

The icon that appears in the lower left corner of the Edit Contacts for Sub-Account # window is the image of a telephone, also shown in Figure 4-11.

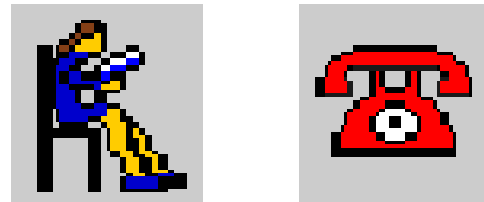


Figure 4-11. Sub-Account and Contact Icons

4.4 TECHNICAL ORDERS, INCREMENTS, AND SERIES

4.4.1 General

ATOMS 2000 helps a TODO manage its TOs, storing information about them in the following fields:

- **TO Number** – a unique number, assigned by USAF specification, for each TO;
- **Classification** – a selection from a user-generated list of codes to describe the level of distribution for a TO; default is U (Unclassified);
- **Sponsor Approval** – a check box that indicates whether the TO requires sponsor approval;
- **Commercial** – a check box that indicates whether the TO is a commercial manual;
- **Proponent** – the office symbol for the ALC or organization responsible for the TO;
- **TCTO Header** – a check box that indicates whether the TO number is actually the beginning number, such as 1C-130, for a series of TCTOs;
- **Catalog Notes** – text to describe the TO—e.g., its title, any unusual characteristics, etc/;
- **User Symbol** – a selection from a user-generated list of codes to describe the type of TO, such as “I” for IPB or “S” for TCTO Series;
- **Maxi Issue Qty** – the maximum number of books that can be issued for that TO (obtainable from the *USAF TO Catalog*).
- **Rescind Date** – the date the TO was/will be rescinded—remains blank if the selected TO is not rescinded;
- **Total ID Qty** – the sum of the ID quantities for all of the TODO's Sub-Accounts.

In addition to these fields, ATOMS stores **TO Increments** associated with a particular TO with these fields:

- **TO Number** – the TO associated with the TO Increment;
- **TO Increment** – the Increment number, according to Table 4-2;

- **Kind** – the kind of TO Increment (**Basic** is default; other options are **Change**, **Revision**, **Supplement**, and **TCTO**);
- **Stock Number** – a unique number for any TO Increment, found in the *USAF TO Catalog* and/or included on the shipping label of the document;
- **Publication Date** – the date the Increment was published—remains blank if the TO is not yet published (assumes pre-publication notification);
- **Classification** – a selection from a user-generated list of codes to describe the level of distribution for the Increment; default is the same as the TO's classification;
- **Superseded by** – the TO Increment that superseded the selected increment—remains blank if the selected Increment is not superseded;
- **Remarks** – any text to describe the TO Increment or its status;
- **Rescind Date** – the date the TCTO Increment was/will be rescinded.
- **Compliance Date** – the date by which the orders in the TCTO Increment must be complied.

ATOMS 2000 TO INCREMENT TEXT	TO INCREMENT REPRESENTED
[blank]	Basic or Revision
1	Change 1 or Revision 1
002	Change 2 or Revision 2
TP-3	TO Page Supplement 3
D	Supplement D
S-5, OS-5	Supplement (or Operational Supplement) 5
SS-6	Safety Supplement 6
791	TCTO 791 (last "piece" of TCTO #)
801G	TCTO Supplement 801G (last "piece" of TCTO #)
901 SS-9	Safety Supp 9 for TCTO 901

Table 4-2. TO Increment Text

In addition to the **Superseded by** field, ATOMS 2000 stores the same data "the other way"—that is, it tracks all the Increments that the selected Increment supersedes.

The following paragraphs describe the TO and TO Increment procedures in ATOMS 2000.

NOTE

In ATOMS 2000, TCTOs are handled in this way: a TCTO header is treated as a TO, and the TCTOs themselves are Increments of the TCTO header. All references to TOs in the following paragraphs also apply to TCTO headers, and references to TO Increments apply similarly to TCTOs.

4.4.2 Add a TO or TCTO Header

To add a TO or TCTO Header to ATOMS, follow these steps:

- 1) From the splash screen, select **Edit, TO** (or click the **Edit TO** button on the splash screen). The Edit TO window appears, displaying all current TOs.

- 2) Click the **Add** button on the Edit TO window. The Add TO window appears.
- 3) Enter a unique TO or TCTO header number; fill in all the other fields for that TO. Sponsor Approval, Commercial, and TCTO Header fields are check boxes (☒ for on, ☐ for off); Classification, Proponent, and User Symbol can be selected from the drop boxes (and added to or modified by the user—see Section 4.9, Look-Up Tables).
- 4) Click the **Add** button on the Add TO window
- 5) If the TO starts with a set of numbers different from any other in the database, the message box appears, saying “No such Series for this TO. Would you like to add the Series now?” Select **No**, unless adding many TOs with the same initial letters (to prevent the same message from appearing on every TO added); if **Yes**, follow the add procedure in Paragraph 4.4.10, TO Series.
- 6) The Add TO window disappears, and the Edit TO window displays the updated list.
- 7) Click **Close** (or press **ESC**) on the Edit TO window. It disappears, displaying the splash screen.

NOTE

This procedure is used to add only the *record* of a TO to the database—it does not indicate which Sub-Accounts are on ID for this TO, nor whether or not there are any copies of it on-hand.

4.4.3 Add a TO Increment

To add a TO Increment to a TO, follow these steps:

- 1) From the splash screen, select **Edit, TO** (or click the **Edit TO** button on the splash screen). The Edit TO window appears, displaying all current TOs.
- 2) Highlight the TO or TCTO header to which the TO Increment is to be added.
- 3) Select **TO Increments** from Related Tables. The Edit TO Increments of TO # window appears.
- 4) Click the **Add** button on the Edit TO Increments window. The Add TO Increments of TO # window appears.
- 5) Enter the Kind of Increment: **Basic** is default (see Paragraph 4.4.12.2, Short-Cuts and Automatic Fill-Ins). Enter also the Increment Number (see Table 4.2 for Increment text possibilities).
- 6) Click the **Autofill Stock Number** button, or enter the correct Stock Number if known.

NOTE

Stock Numbers for individual Increments of a TO can be found on the shipping label of a received document or in the *USAF TO Catalog*. If the correct Stock Number cannot be found, allow ATOMS 2000 to insert a bogus Stock Number until the Increment record can be modified with the correct one. See Appendix E for more information.

- 7) Enter other data as desired. Sponsor Approval, Commercial, and TCTO Header fields are check boxes (☒ for on, ☐ for off); Classification, Proponent, and User Symbol can be selected from the drop boxes (and added to or modified by the user—see Section 4.9, Look-Up Tables).
- 8) If the new Increment supersedes another, click the **Supersedes** button. All other Increments for the selected TO are listed—for each one that the new Increment supersedes, check the box (☒) in the Superseded By column. When all are correctly checked, click **Close**.
- 9) Click the **Add** button on the Add TO Increment window; it disappears.
- 10) Click the **Close** button (or press **ESC**) on the Edit TO Increments of TO # window; it disappears.
- 11) Click **Close** (or press **ESC**) on the Edit TO window; it disappears, displaying the splash screen again.

NOTE

If adding more than one Increment at a time for several different TOs, the user may omit steps 7 and 8, position the Edit TO Increments of TO # window and the Edit TO window so both are visible and accessible, and select on the Edit TO window the next TO whose Increment is to be added. The Edit TO Increments of TO # window automatically updates to display the TO Increments already in the database for the selected TO.

Adding a TO Increment to a TO can be done at the same time as adding a TO, although it may be less confusing to do the functions separately as described above, until the user is more familiar with the database.

4.4.4 View a TO

To view a TO or TCTO Header in ATOMS, follow these steps:

- 1) From the splash screen, select **Edit, TO** (or click the **Edit TO** button on the splash screen). The Edit TO window displays all current TOs.
- 2) Select the particular TO to be viewed.
- 3) Click the **Modify** button on the Edit TO window. The Modify TO window appears, displaying the selected TO's information individually.
- 4) When finished viewing the selected TO's information, click the **Close** button (or press **ESC**) on the Modify TO window; it disappears.
- 5) When finished viewing all TOs, click the **Close** button (or press **ESC**) on the Edit TO window; it disappears, displaying the splash screen again.

4.4.5 View a TO Increment

To view a TO Increment for a particular TO, follow these steps:

- 1) From the splash screen, select **Edit, TO** (or click the **Edit TO** button on the splash screen). The Edit TO window displays all current TOs.
- 2) Find and select the TO associated with the TO Increment(s) to be viewed.
- 3) Select **TO Increments** from Related Tables. The Edit TO Increments for TO # window appears.
- 4) Select the particular TO Increment. Click the **View** button. The View TO Increments window appears, with only the particular Increment's data displayed.
- 5) When finished, click **Close** (or press **ESC**) on the View TO Increment window; it disappears.
- 6) Click **Close** (or press **ESC**) on the Edit TO Increments for TO # window; it disappears.
- 7) Click **Close** (or press **ESC**) on the Edit TO window; it disappears, displaying the splash screen again.

If viewing all TO Increments, steps 4) and 5) above can be omitted.

4.4.6 Modify a TO

To modify a TO or TCTO Header in ATOMS, follow these steps:

- 1) From the splash screen, select **Edit, TO** (or click the **Edit TO** button on the splash screen). The Edit TO window displays all current TOs.
- 2) Select the particular TO to be modified.
- 3) Click the **Modify** button on the Edit TO window. The Modify TO window appears, displaying the selected TO's information individually.

- 4) Make the desired changes. When finished modifying the selected TO's information, click the **Modify** button on the Modify TO window; it disappears, and the Edit TO window appears, displaying the changes.
- 5) When finished modifying all TOs, click **Close** (or press **ESC**) on the Edit TO window; it disappears, displaying the splash screen again.

4.4.7 Modify a TO Increment

To modify a TO Increment for a particular TO, follow these steps:

- 1) From the splash screen, select **Edit, TO** (or click the **Edit TO** button on the splash screen). The Edit TO window displays all current TOs.
- 2) Select the TO associated with the TO Increment(s) to be modified.
- 8) Select **TO Increments** from Related Tables. The Edit TO Increments for TO # window appears.
- 3) Select the particular TO Increment to be modified. Click the **Modify** button (or **double-click** the TO Increment). The Modify TO Increments for TO # window appears, displaying the selected TO Increment's information individually.
- 4) When finished modifying the selected TO Increment's information, select click the **Modify** button on the Modify TO Increments for TO # window; it disappears. The Edit TO Increments for TO # window reappears, displaying the changes.
- 5) Click **Close** (or press **ESC**) on the Edit TO Increments for TO # window; it disappears.
- 6) Click **Close** (or press **ESC**) on the Edit TO window; it disappears, displaying the splash screen again.

4.4.8 Delete a TO

To delete a TO from ATOMS 2000, follow these steps:

- 1) From the splash screen, select **Edit, TO** (or click the **Edit TO** button on the splash screen). The Edit TO window appears, displaying all current TOs.
- 2) Select the TO to be deleted.
- 3) Click the **Delete** button. The Delete TO window appears.
- 4) Click the **Delete** button on the Delete TO window. If there are any TO Increments, Needs, or Transactions associated with the TO, a dialogue box appears displaying the number of associations that will also be deleted (Figure 4-12). Click **Ok** (or press **Enter**) to continue. The dialogue box disappears.

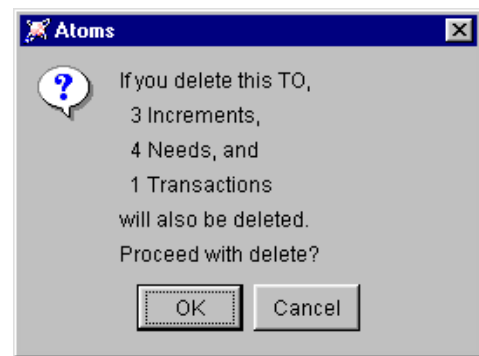


Figure 4-12. Proceed with TO Delete

NOTE

When a TO is deleted from ATOMS (the most likely scenario being when a TO has been rescinded or a TO is no longer needed by the TODO), a Need with an ID quantity of 0 (zero) is created and any Transactions with a backorder status are cancelled. Both the Need and the canceling (if any) are automatically included on the next Order built.

- 5) The Delete TO window disappears, and the Edit TO window displays the updated list.
- 6) Select **Close** (or press **ESC**). The Edit TO window disappears, displaying the splash screen again.

4.4.9 Delete a TO Increment

To delete a TO Increment, follow these steps:

- 1) From the splash screen, select **Edit, TO** (or click the **Edit TO** button on the splash screen). The **Edit TO** window appears, displaying all current TOs.
- 2) Select the TO for the TO Increment to be deleted.
- 3) Select **TO Increments**. The **Edit TO Increments for TO #** window appears.
- 4) Select the TO Increment to be deleted.
- 5) Select **Delete**. The **Delete TO Increment** window appears.
- 6) Select **Delete**. The **Delete TO Increment** window disappears.
- 7) Select **Close** (or press **ESC**). The **Edit TO Increments for TO #** window disappears.
- 8) Select **Close** (or press **ESC**). The **Edit TO** window disappears, displaying the splash screen again.

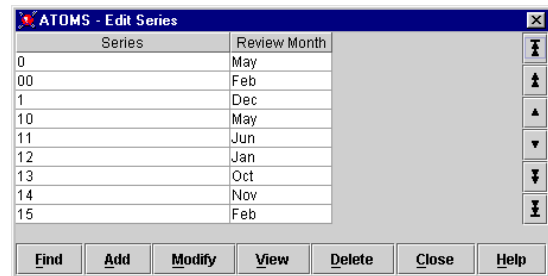


Figure 4-13. TO Series

4.4.10 TO Series

ATOMS 2000 allows the user to divide the TOs into Series, based on the character groups of a TO Number. A Review Month for each Series is also automatically assigned when the Series are created, although each can be changed manually, if desired.

To create a TO Series, follow these steps:

- 1) From the splash screen, select **File, Preferences**. The **Preferences** window appears.
- 2) Click the **General** tab.
- 3) Click into the **Series Break** field. Change the number to the number of character groups desired.
- 4) When the dialog box appears asking whether or not to reassign the series, select **Yes**; select **Yes** again to delete the previous series created. If **No** is selected, the user may reassign the TOs at a later time (see **Re-Assign Series**, Paragraph 4.5.9).
- 5) From the splash screen, select **Edit, Series**. The **Edit Series** window appears (Figure 4-13), displaying the newly created TO Series and their review months.

NOTE

Choosing a Series Break preference of **1** will result in a fewer number of Series being created, each of which contains more TOs. For example, all TOs starting with "1C" or "1F" will be in the same Series, since their first character group is "1." By contrast, a Series Break preference with a larger number will result in more Series being created, each of which contains fewer TOs.

4.4.10.1 Manipulating TO Series

The ATOMS 2000 user can **Add**, **View**, **Modify**, and **Delete** the records for TO Series in much the same way as TOs and Sub-Accounts.

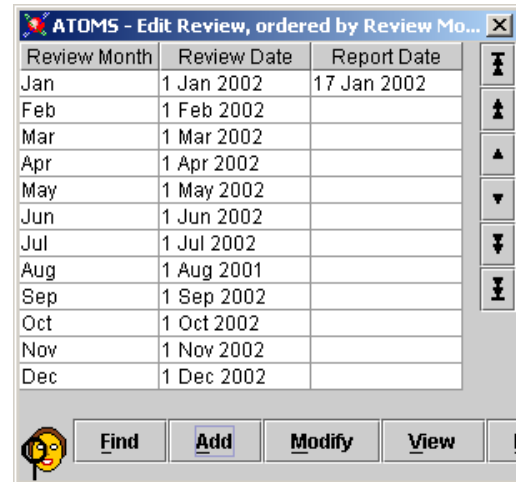
To manipulate the TO Series records, follow these steps:

- 1) From the splash screen, select **Edit, Series**. The **Edit Series** window appears, displaying all current TO Series and their review months.

- 2) Perform the desired function—**Add**, **View**, **Modify**, or **Delete**—on the records. When finished and the Edit Series window is updated, select **Close**. The Edit Series window disappears, displaying the splash screen again.

The TO Series can be as “fluid” as the user desires, as reassigning the TO Series will result in very similar results each time the same Series Break is chose. This might be useful in the case where a user has several general TOs (starting with “0” and “00”) and wants them all to be reviewed the same month. In this case, the Series Break should be 1, and when the 0 Series and 00 Series appear, the user would **Modify** one of them so that their Review Months would match.

The same user, however, might have several hundred TOs that all start with, for example, “1C-130.” To separate out those TOs into separate Review Months so not all the C-130s were reviewed the same month, the user might select a Series Break of 4 or 5, or higher. This would divide other Series into too many different Review Months, which would then probably be manually edited to have all of them reviewed in the same month.



Review Month	Review Date	Report Date
Jan	1 Jan 2002	17 Jan 2002
Feb	1 Feb 2002	
Mar	1 Mar 2002	
Apr	1 Apr 2002	
May	1 May 2002	
Jun	1 Jun 2002	
Jul	1 Jul 2002	
Aug	1 Aug 2001	
Sep	1 Sep 2002	
Oct	1 Oct 2002	
Nov	1 Nov 2002	
Dec	1 Dec 2002	

Figure 4-14. Review Month Table

4.4.11 Review Month

The Review Month is entered by the user as the month that all TOs in a TO Series are reconciled with the latest *AF TO Catalog*. Such a review/reconciliation occurs annually for each TO Series recorded in ATOMS and has been called the “annual A-page review” by some TODOs.

The user can add, modify, and delete a Review Month and its Last Review Date. The **Find**, **Add**, **Modify**, **View**, and **Delete** functions for the Edit Review window (Figure 4-14) operate in basically the same way they do for the Classification Look-Up table (see Classification, Paragraph 4.9.2).

Each month of the year and a corresponding Review Date should be added to the Review Month list (there should only ever be twelve records in this table).

The Report Date field for a particular Review Month is entered automatically by ATOMS 2000 whenever a Review Schedule TOs Report or a Review Series Report is run for that month (see Review Reports, Paragraph 5.6.5).

The Review Month for each TO is editable whenever a TO Series record is added, modified, or re-assigned (see TO Series, Paragraph 4.4.10).

4.4.12 TO Miscellany

4.4.12.1 Icon

The icon that appears in the lower left corner of the TO window(s) is a book, as shown in the top left corner in Figure 4-15.

The icon that appears in the lower left corner of the TO Increment window is a stack of papers, as shown in the top right corner of Figure 4-15.

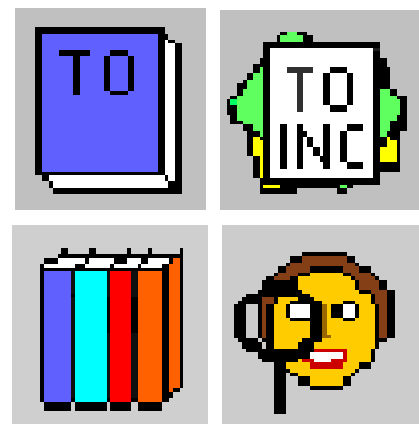


Figure 4-15. TO, TO Increment, TO Series, and Review Month Icons

The icon that appears in the lower left corner of the TO Series window(s) is a series of books, as shown in the bottom left corner in Figure 4-15.

The icon that appears in the lower left corner of the Review Month window(s) is a person looking through a magnifying glass, as shown in the bottom right corner in Figure 4-15.

4.4.12.2 Short-Cuts and Automatic Fill-Ins

Double-clicking a blank TO record or TO Increment record line causes the Add window to appear.

Double-clicking a TO record or a TO Increment record causes that record's individual Modify window to appear.

If the **Pick** button is visible, double-clicking a TO or TO Increment record causes that record to be picked for the **Browse** that was activated.

When a TO Increment is being added or modified, the TO Number field is auto-filled and grayed (unable to be edited).

When a TO Increment is being deleted, all fields are auto-filled and grayed, except Supersedes and Superseded By (either of which could still be changed before deleting the increment).

There are quite a few semi-automatic features associated with adding a TO Increment, listed here (most of them work after pressing either of the two **Auto Fill** buttons, depending on what is known):

- If there are no other increments for the TO and the Stock Number for the TO Increment being added is unknown, pressing **Autofill Stock Number** auto-fills the Stock Number field with 13 characters, starting with the letters "BOGUS;" the next four characters are auto-filled in sequence, depending on how many "BOGUS" Stock Numbers exist in the database (the first TO's Stock Number in a blank database would be "BOGUS00010000");
- If there are other increments for the TO, pressing **Autofill Stock Number** auto-fills the Stock Number with the first nine characters to match the latest Increment; the final four fill depending upon **Kind**;
- If characters 4 through 9 of the Stock Number are changed and four zeroes are added to the end, pressing **Autofill Inc/Kind** automatically changes the Kind (of increment) field to **Revision**;
- If the last four characters of the Stock Number are numbers other than zero, pressing **Autofill Inc/Kind** automatically fills the TO Increment Number field with the value of the last four numbers and changes the Kind to **Change**;
- If the last four characters of the Stock Number are a "P" followed by three numbers, pressing **Autofill Inc/Kind** automatically fills the TO Increment Number field with "S-" and the value of the three numbers, and changes the Kind field to **Supplement**;
- If the last four characters of the Stock Number are a "T" followed by three numbers, pressing **Autofill Inc/Kind** automatically fills the TO Increment Number field with "TP-" and the value of the three numbers, and changes the Kind field to **Supplement**;
- If the last four characters of the Stock Number are an "S" followed by three numbers, pressing **Autofill Inc/Kind** automatically fills the TO Increment Number field with "SS-" and the value of the three numbers, and changes the Kind field to **Supplement**;
- If the last four characters are one, two, or three alpha characters followed by zeroes (to bring the total to four), pressing **Autofill Inc/Kind** automatically fills the TO Increment Number field with the alpha characters, and changes the Kind field to **Supplement**.

Although the auto-fill feature works in every case described above, the Stock Number and TO Increment Number fields can also be typed in or edited manually when adding a TO Increment.

4.5 UTILITIES

4.5.1 General

The Utilities command contains functions that enable the ATOMS 2000 user to repair the database or provide the user with added benefits that are not part of the normal database operations of ordering, receiving, distributing, and reporting of TOs.

WARNING

If not used correctly, some of the Utilities functions can overwrite the data in the ATOMS 2000 database. Be sure to read all instructions, especially for the **Restore**, **Import**, **Purge**, and **Convert Legacy Data** functions, before selecting any Utility as an option.

4.5.2 Re-Index

The Re-Index function recreates each data table's index in ATOMS 2000.

There are fifteen data files, each with a *DB* extension, used in storing the data in ATOMS 2000. With each *DB* file is an associated index file with an extension of *IDX*. These index files point to key values that are used in searching the data of ATOMS 2000. All thirty files can be seen in the *c:\atoms2000\data* directory using Window Explorer.

If ATOMS is not shut down properly or internal problems occur, the index for a group of data may not point to the data correctly. This can be seen in negative responses to searches, in reports that are too short and missing items, in unusual data records, or in warning messages such as "Not enough memory" or "db:DB Exception error . . .". Re-Indexing recreates the indexes for all the data tables, allowing for optimal performance.

NOTE

When data fields seem missing or incorrect, the first step to take is Re-Indexing. This can often times fix the data inconsistencies.

4.5.2.1 Procedure

To Re-Index the ATOMS 2000 database files, follow this step:

- 1) From the splash screen, select **Utilities**, **Re-Index**. The normal arrow cursor converts to an hourglass.
- 2) When all re-indexing is finished, a dialogue box appears that says the re-indexing is complete. Click **OK**, and the normal cursor reappears.

4.5.2.2 Start-Up and Shut-Down

When ATOMS 2000 is closed/exited in the normal manner, an internal flag is set; in the event of an abnormal shut-down (power failure, hurried "switch-off," etc.), the flag is not set. Every time ATOMS starts up, it checks to see if the flag is set. If so, then all is well; if not, the start-up procedure will take slightly longer, as an automatic re-indexing will take place to recreate the indexes for the database files.

4.5.2.3 Frequency of Use

It does not hurt to Re-Index the files frequently. It is "preventative medicine" for the health of your database files, not "emergency surgery." It is recommended that the Re-Index utility be run at least once every time ATOMS 2000 is used. It is also recommended that the user Re-Index before doing a back-up or running a major report, to be sure the data records are correct. The only problem would occur if there were a power outage or other interruption while the Re-Indexing was taking place.

Several functions of ATOMS 2000, such as the **Restore**, **Import**, and **Transfer Sub-Account In** utilities, have automatic re-indexing occur when finished. It is crucial that the automatic Re-Indexing NOT be interrupted when these utilities are run.

NOTE

If an automatic Re-Indexing is ever interrupted, the database may not work correctly. Selecting **Utilities**, **Re-Index** will probably fix it.

4.5.3 Back-Up

The Back-Up Utility of ATOMS 2000 is a copying of the thirty *DB* and *IDX* files containing the data and indexes of the database into another location. The Back-Up process does nothing to the database files themselves, but merely copies the information into other, identical files and stores them in another place.

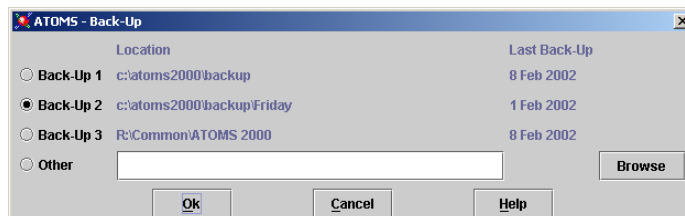


Figure 4-16. Back-Up Selection Window

ATOMS 2000 has the capability of storing and using three back-up locations, entered by the user on the **Back-Up** tab of the **Preferences** window (see Paragraph 4.2.2, **Back-Up**). The original installation sets Back-Up Location 1 to the *c:\atoms2000\backup* directory, leaving the other two blank. All three locations are editable.

It might be a good idea to set one of the back-up locations to a network drive, so that in the event of a PC crash, the records are some place besides just on the PC. Another possibility might be a zip disk or CD writer drive, as more protection against a hard drive failure and for ease in transferring the data, if desired. It is not necessary to have any location stored in the **Preferences** window, although doing so makes the process easier to run—the user need not specify the location every time.

Backing up ATOMS 2000 database files should be done on a regular basis, especially before deleting data or activating the Purge utility. If done correct and frequently, then in the event of software or hardware problems, a good, although not necessarily completely current, set of data still exists (recreating a day or two's worth of ATOMS activities is much easier than trying to recreate a year's worth).

4.5.3.1 Procedure

To back up the ATOMS 2000 database files, follow these steps:

- 1) From the splash screen, select **Utilities**, **Back-Up**. The **Back-Up** window appears (Figure 4-16), with the Back-Up locations and dates displayed. The default choice by the program (the location with the radio button selected) is the stored location with the oldest (longest ago) date.
- 2) If desire, select one of the other stored Back-Up locations by clicking the radio button. Or, select the **Special** location, and **Browse** to point to another directory for the back-up files.
- 3) When satisfied with the directory selected, click **OK**. A **Back-Up Progress** window appears (Figure 4-17), clicking off the files (changing colors to red and then black) as they are written to the selected Back-Up directory.
- 4) When the Back-Up is finished and the red "Done" appears, select **Ok**. The **Back-Up** progress window closes, and the splash screen reappears.

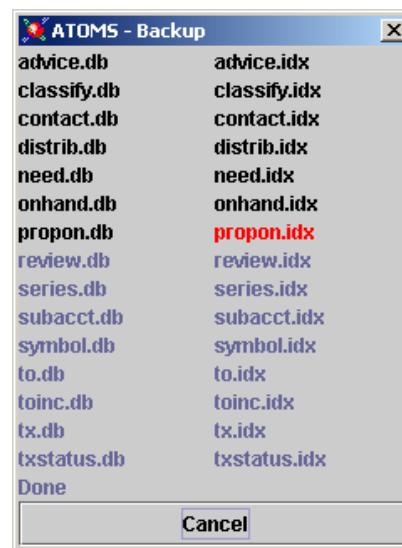


Figure 4-17. Back-Up Progress

4.5.4 Restore

The Restore function in ATOMS 2000 is the complement to the Back-Up function, typically used when damage has been done to the database files (either by corruption or faulty data being entered). It allows the user to return to a set of the data before the file damage occurred.

4.5.4.1 Procedure

To restore ATOMS 2000 database files that were previously backed up, follow these steps:

- 1) From the splash screen, select **Utilities, Restore**.
- 2) The Restore window appears with the Back-Up locations displayed, looking identical to the Back-Up window in Figure 4-16 except for the title bar. The default is the location with the most recent date on its files. If desired, the user may select one of the other stored Back-Up locations by clicking the radio button, or the **Special** location, using **Browse** to point to another directory in which back-up files have been stored.
- 3) When satisfied with the directory selected, select **OK**. A Restore Progress window appears (very similar to the Back-Up Progress window in Figure 4-17), clicking off the files (changing colors to red and then black) as they are copied back to ATOMS from the selected directory.
- 4) When the restoration is finished and the red “Done” appears, select **Ok**. The Back-Up progress window closes, and the splash screen reappears.

4.5.4.2 Tips

Because it copies the ATOMS 2000 database files back into the database, the Restore utility acts like a step backward in time. That is, when a Back-Up is done, the data in the database is stored/copied at that point in time; the user makes changes in it as time progresses. Restore recovers the database as it was when the Back-Up was performed, essentially taking the user “back in time” to when the database was copied. Any changes made since the time of the Back-Up will be lost when the Restore utility is run.

If the Restore function is unsuccessful at fixing the database using the most recent set of files, it could be because a Back-Up was performed when the files were already damaged. The user should then run the Restore again, this time selecting the set of files that are next most recent. Again, if unsuccessful, repeat using the oldest set of Back-Up files.

4.5.5 Export

The Export function in ATOMS 2000 allows the user to create separate (from the database) text files of the data. These files can then be imported into other database or spreadsheet applications to allow the user to make custom-designed reports. It also offers the user the ability to make global changes to data and then re-import it, but only advanced users should attempt this.

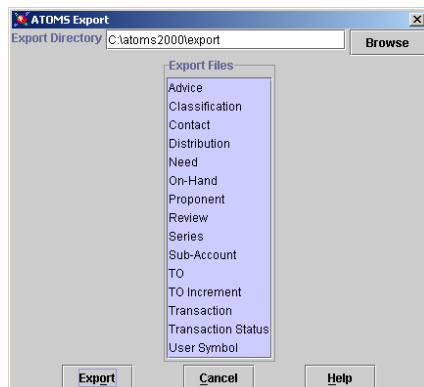


Figure 4-18. Export Window

Another, more recent use of the Export utility was the process of deleting all one-time Requisitions that had a Transaction Status of BB (back ordered). Although this expedited the process (instead of the TODO deleting each Transaction individually), it did contain some inherent danger to the integrity of the database.

4.5.5.1 Procedure

To export ATOMS 2000 database files, follow these steps:

- 1) From the splash screen, select **Utilities, Export**. The Export window appears (Figure 4-18).
- 2) The Export/Import Directory on the Preferences window is

the default Export directory. If a different export directory is desired, select **Browse**—a file selection Export window appears. Find and point to the desired directory and click **Select Directory**.

- 3) When satisfied with the directory selected, select the file(s) to be exported (the default is that all fifteen files are highlighted). Table 4-3 lists the files able to be exported and their fields.

NOTE

Normal Window file selection processes are in place on the Export Files text box: **Control+mouse click** toggles the selection of a file; **Shift+mouse click** selects all between the last file highlighted and the one currently clicked; **arrow keys** navigate and select individual files; **Shift+arrow** keys select all files “touched.”



Figure 4-19. Export Progress

File (*.csv)	Field1, Field2, Field3, Field4, etc.
<i>Advice</i>	Code, Text
<i>Classification</i>	Code, Text
<i>Contact</i>	Sub-Account, Precedence, Name, Clearance, Office Symbol, Train Date, Assign Date, Building, Phone
<i>Distribution</i>	Distribution Number, Sequence Number, Distribution Date, Sub-Account, TO Number, Stock Number, Quantity, Action
<i>Need</i>	TO Number, Stock Number, Sub-Account, Need Number, Document Number, Demand, Demand Reason, Qty, Confirmed, Qty Received, Last Receipt Date, Closed, Remarks
<i>On-Hand</i>	Sub-Account, TO, Stock Number, Qty, Last Change Date
<i>Proponent</i>	Code, Text
<i>Review</i>	Review Month, Report Date, Review Date
<i>Series</i>	Series, Review Month
<i>Sub-Account</i>	Sub-Account Num, Remarks, Review Month
<i>TO</i>	TO Number, Classification, Sponsor Approval, Commercial, Proponent, TCTO Header, Catalog Notes, User Symbol, Max Issue Quantity, Rescind Date, Total ID Qty, CPIN
<i>TO Increment</i>	TO Number, TO Increment, Kind, Stock Number, Publication Date, Classification, Superseded By, Remarks, Rescind Date, Rescinded, Compliance Date
<i>Transaction</i>	Document Number, TO Number, Stock Number, Demand, Qty, Priority, Advice, Status, Status Date, Filled, Closed, Follow-Up, Follow-Up Date, JCALS Document Number
<i>Transaction Status</i>	Code, Text, Unresolved
<i>User Symbol</i>	Code, Text

Table 4-3. Files and Associated Fields Able To Be Exported

- 4) Select **Export**. The Export progress window, similar to the one in Figure 4-19, appears.
- 5) When the Export is finished and the red “Done” appears, select **Ok**. The splash screen reappears.

4.5.5.2 Tips

ATOMS 2000 allows for its data to be exported.

When the database files are exported, they are then “outside” the database; that is, changes made to the data records in ATOMS 2000 are not changed in the exported files (unless the files are exported again). Likewise, changes made to exported files are not reflected in ATOMS 2000 unless the files are imported back into the database (see Paragraph 4.5.6, Import).

The exported files have the extension *CSV*, which stands for Comma Separated Values. What that means is that these files can be opened in a variety of applications, including Windows Notepad, MS Excel and MS Access. Double-clicking one of the exported *CSV* files from Windows Explorer will usually open that file in Excel, with each field value in a separate cell.

NOTE

Exporting the data files in no way affects the data in ATOMS 2000.

Every database record in ATOMS 2000 is contained in the fifteen files. If all the files are exported, the entire database, with the exception of the values stored in the Preferences window, can be reconstituted from the exported files. This makes the Export function a type of back-up utility.

4.5.6 Import

The Import function in ATOMS 2000 is the complement to the Export function. It allows the exported data to be returned to the ATOMS 2000 database after the user has manipulated the files created during the Export function.

It also allows for the importation of database files created from using a spreadsheet or other database utility, although this procedure is extremely dangerous to the safe operation of ATOMS 2000.

WARNING

It is imperative that no changes in the file structure take place during the external file manipulations (such as fields in a different order, or spaces and/or multiple Tabs between fields), and that no records are changed in nature, such as changing a numeric Quantity to alphabetic text. Importing files with even a minor change of this sort could cause the ATOMS 2000 database to malfunction.

4.5.6.1 Procedure

To import ATOMS 2000 database files that were previously exported, follow these steps:

- 1) From the splash screen, select **File, Preferences**. The Preferences window appears.
- 2) Note the directory in the Export/Import Directory field (default is *c:\atoms2000\export*). If desired, select **Browse** to change the location of the directory.
- 3) Be sure the **Allow Imports** box is checked. Select **Ok** to close the Preferences window.
- 4) From the splash screen, select **Utilities, Import**. The Back-Up First window appears (Figure 4-20). If a Back-Up has not been made recently, it is recommended that one be run before doing an

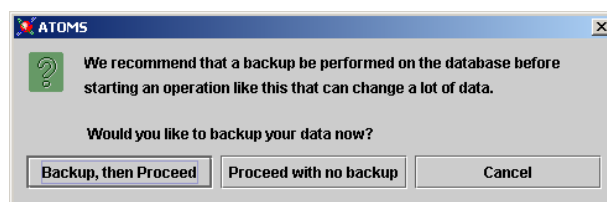


Figure 4-20. Back-Up First Window

Import. To follow that recommendation, select **Backup, then Proceed**. If not, then select **Proceed with no backup**, or **Cancel** to abort the Import.

- 5) After the Back-Up decision is made, the Import window appears (Figure 4-21).
- 6) The Export/Import directory on the Preferences window is listed as the default; if a different directory is desired, select **Browse**. A file selection Import window appears, with the Export/Import Directory on the Preferences window displayed as the default. When satisfied, click on **Select Directory**.
- 7) Select whether the files to be imported are to **Replace** the existing ATOMS 2000 database file, or whether they should **Append** to the existing files. If Appending, any duplicates in the files to be imported are deleted automatically, and any different records are added to the end of the files; if Replacing, select **Ok** to delete the current database files.
- 8) Select the appropriate file(s) from the list to be imported.

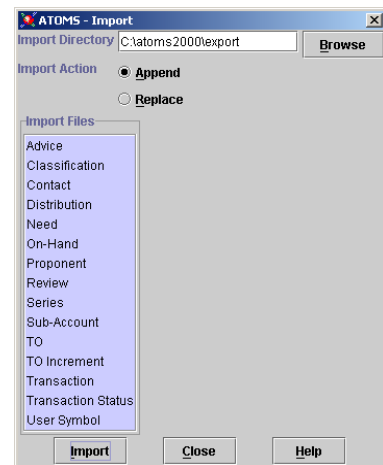


Figure 4-21. Import Window

NOTE

Normal Window file selection processes are in place on this window: **Control+mouse** click toggles the selection of a file; **Shift+mouse** click selects all between the last file highlighted and the one currently clicked; **arrow** keys navigate and select individual files; **Shift+arrow** keys select all files “touched.”

- 9) Select **Import**. An Import progress window appears.
- 10) When the Import is finished and the red “Done” appears, select **Ok**. The Import window disappears, and the splash screen reappears.

WARNING

Allow the Import to finish before clicking the bottom (**Cancel**) button. Interrupting the Re-Indexing at the end of an Import can cause the database to malfunction (until Import is rerun or a Re-Index is run).

4.5.6.2 Tips

Microsoft Excel assumes that the best file format for any spreadsheet has the extension *XLS*. Saving a *CSV* file in Excel involves answering many questions that “assure” Excel that the intention is to save the file with the *CSV* extension. Any other extension will not be allowed to be imported.

If the user has a spreadsheet or list containing other TO Numbers that might be used in the office, a combination of the Export and Import Utilities would be useful in preventing duplication of typing. An Export would be run of the TO file, opened in Excel, and the list of TOs from the other source could be pasted onto the end of the records of the TO file. Once saved, the TO file could be Imported/Appended into ATOMS 2000 database.

4.5.7 Purge

The Purge function allows the user to delete outdated data from the text files, according to Table 4-4. This results in a screen with less data clutter and a smaller, much faster-running, database.

4.5.7.1 Procedure

To purge the ATOMS 2000 database files, follow these steps:

- 1) From the splash screen, select **Utilities, Purge**. The **Back-Up First** window appears (Figure 4-20). If a Back-Up has not been made recently, it is recommended that one be run before doing a Purge. To follow that recommendation, select **Backup, then Proceed**. If not, then select **Proceed with no backup**, or **Cancel** to abort the Purge.
- 2) After the Back-Up decision is made, the **Purge** window appears (Figure 4-22).
- 3) Accept the default date (90 days prior to the current date), or enter a different date by changing the day, the month, and/or the year.
- 4) Select the type of purge(s) to be accomplished. Each type has an individual button that can be clicked on (☒); if all purges are desired, click the **Select All** button.
- 5) Select **Ok**. The appropriate records are removed from the database.
- 6) When the Purge is finished, click the **Close** button. The splash screen reappears.

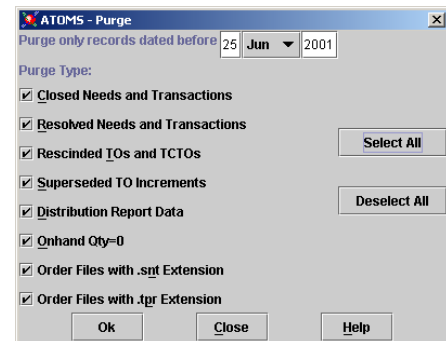


Figure 4-22. Purge Window

4.5.7.2 Tips

If the user would like to purge all record types listed except one or two, the **Select All** button would be clicked, and then the button(s) for records not to be purged would be clicked off (☐). For example, if the user wanted to purge all data types except Distribution Report Data, the steps to follow would be these: 1) Select **Utilities, Purge**. 2) Click **Select All**. 3) Click the **Distribution Report Data** button off (☐). 4) Click **Ok**.

Item to be Purged	Criteria
Closed Needs and Transactions	If the Document Number date (in parentheses) is before the entered date, and Need and Transaction are marked Closed
Resolved Needs and Transactions	If the Status date is before the entered date, and the Transaction Status is not marked Resolved
Rescinded TOs and TCTOs	If the Rescind Date on the TO or TCTO (the Increment under the TCTO Header) is before the entered date
Superseded TO Increments	If a superseding Increment is entered and the Publication Date on the superseding Increment is before the entered date
Distribution Report Data	If the Distribution Date on the Distribution Report record is before the entered date
On-hand Qty = 0	If the on-hand quantity is zero and the Last Change Date of the On-Hand record is before the entered date
Order files with <i>SNT</i> extension	If the file date on the *. <i>SNT</i> file in the <i>Order</i> directory is before the entered date
Order files with <i>TPR</i> extension	If the file date on the *. <i>TPR</i> file in the <i>Order</i> directory before the entered date

Table 4-4. Purge Criteria

Orders with the *TPR* extension have typically not yet been sent via FTP. There are times, however, when Orders are built to correct the ATOMS 2000 database to match what Tinker/JCALS says "is." These *TPR* files will be built and stored, with no intention on the part of the TODO to send them. This purge option is for situations like this.

To clean the database completely (of outdated records, not all records), it is possible to enter a future date, so that any of the records will have dates before "the entered date." This overrides the typical

90-day default cushion. This is not necessarily in accordance with AF policy—it is the TODO's responsibility to know what records are to be kept, and for how long.

4.5.8 Transfer Sub-Account

In the event that responsibility for a Sub-Account changes from one TODO to another, or that a Sub-Account becomes a new TODO, ATOMS 2000 allows for the Sub-Account's records to be transferred from the “losing” TODO and to the “gaining” TODO. ID requirements for the losing TODO are reduced by the number lost; similarly, new Needs for the gaining TODO are created for all ID requirements that were transferred.

A Transfer Out is similar to an export, except that the files created contain only those records that are associated with the Sub-Account. A Transfer In is the opposite, and those records that were originally transferred out of one TODO's system are read into another's ATOMS 2000 database.

Another, more recent use of the Transfer Sub-Account utility was the process of reestablishing all ID requirements for the TODO. All Sub-Accounts' records were transferred out, an Order was built (but not sent); then the records were transferred back in, creating new Needs for all the ID requirements in the database. The TODO modified or deleted those Needs before building a new Order, which contained all ID requirements needed and was sent to Tinker/JCALS for processing. While this was not the intended purpose of the function, it does help demonstrate the versatility of the program and its various functions.

4.5.8.1 Transfer Sub-Account Out

To transfer a Sub-Account and all associated records out from an ATOMS 2000 database, follow these steps:

- 1) From the splash screen, select **Utilities**, **Transfer Sub-Account**. The **Back-Up First** window appears (Figure 4-20). If a Back-Up has not been made recently, it is recommended that one be run before doing a Transfer. To follow that recommendation, select **Backup, then Proceed**. If not, then select **Proceed with no backup**, or **Cancel** to abort the Transfer.
- 2) After the Back-Up decision is made, the **Sub-Account Transfer** window appears (Figure 4-23). Select **Transfer Out**.
- 3) Select the Sub-Account(s) to be transferred by typing in the appropriate number(s) or using the **Browse** and **Pick** functions.

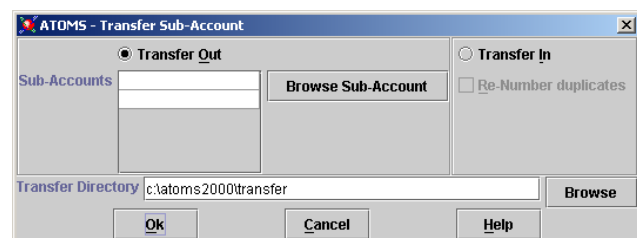


Figure 4-23. Transfer Sub-Account

NOTE

More than one Sub-Account can be transferred at the same time. But if all Sub-Accounts to be transferred are not selected, they can be on subsequent transfers, and any duplicates that occur during import can be combined (the duplicates will be deleted—that is, there will be only one record of a TO, even if two different Sub-Accounts had the same TO on hand or on order).

- 4) Note the Transfer Directory file (it defaults to the *transfer* directory listed in the **Preferences** window). Select **Browse** to select a different one.

NOTE

If there are files in the *transfer* directory already, the files created during the Transfer will overwrite any existing files with the same

name. It is recommended that the *transfer* directory be empty or that another directory be selected before beginning the transfer.

- 5) When the Transfer Directory selection is satisfactory, select **Ok**. The ten necessary files are written to CSV files in the *transfer* directory.
- 6) When the Setup Transfer Out Report window appears, select the sort criteria, the page break option (if desired), and **Run Report** (if desired). If not desired, **Exit** the report.
- 7) Select **Yes** or **No** to deleting the selected Sub-Account(s) records, as desired.

NOTE

Step 9 of this procedure involves the removal of the Sub-Account records from the database—assuming the answer to step 7 is **No**. If the Sub-Account record is deleted in step 7 (**Yes**), omit step 9.

- 8) Use File Manager or MSExplorer to copy the ten files created in the *transfer* directory to a floppy diskette or onto an e-mail message or a network drive, so that the receiving TODO can transfer the Sub-Account(s) into that TODO's ATOMS 2000 database.
- 9) When assured of the successful transferring in by the receiving TODO (see Paragraph 4.5.8.2, Transfer In), delete the Sub-Account from the database (see Paragraph 4.3.8, Delete a Sub-Account) or run the Transfer Out again, this time saying **Yes** in step 7.
- 10) Observe in the “losing” database, under **Order, Needs by Doc Num**, the new Needs created by the Transfer (at the top of the list of Needs, distinguished by having no Document Number). Each of them will have a quantity of 0 (zero) since the Sub-Account is to be no more in the losing TODO's database. To make the transfer official, build an Order (see Paragraph 5.4.2, Build an Order) and send the Order (see Paragraph 5.4.5, Send an Order).

4.5.8.2 Transfer Sub-Account In

To transfer a Sub-Account and all associated records in from the files created by another ATOMS 2000 user, follow these steps:

- 1) From the splash screen, select **Utilities, Transfer Sub-Account**. The Back-Up First window appears (Figure 4-20). If a Back-Up has not been made recently, it is recommended that one be run before doing the Transfer. To follow that recommendation, select **Backup, then Proceed**. If not, then select **Proceed with no backup**, or **Cancel** to abort the Transfer.
- 2) After the Back-Up decision is made, the Sub-Account Transfer window appears (Figure 4-23). Select **Transfer In**.
- 3) Note the Transfer Directory file (it defaults to the *transfer* directory listed in the Preferences window). Select **Browse** to select a different one.
- 4) When the Transfer Directory selection is satisfactory, select whether or not the records being read in are to be re-numbered

NOTE

Checking the renumber option on (☒) is preferred. If a Sub-Account number is duplicated, for instance—that is, both the receiving TODO's records and the losing TODO's records contain a Sub-Account 3—and renumbering is not checked, the Transfer In may not occur. The main reason NOT to check the renumber option would be if Sub-Account 3 in the losing TODO's database is the same person/office as Sub-Account 3 in the gaining TODO's database.

- 5) Select **Ok**. The necessary files are transferred in from the Transfer Directory selected.
- 6) Observe in the database, under **Order, Needs by Doc Num**, the new Needs created by the Transfer (at the top of the list of Needs, distinguished by having no Document Number). To

make the transfer official, build an Order (see Paragraph 5.4.2, Build an Order) and send the Order (see Paragraph 5.4.5, Send an Order).

- 7) When assured of the successful transferring in, inform the sending TODO so that the Sub-Account records can be deleted from that database.

4.5.9 Re-Assign Series

ATOMS 2000 allows the user to divide the TOs into Series, based on the character groups of a TO Number. A Review Month for each Series is also assigned when the Series are created (during data conversion, the Review Month assigned is based on the predominant month for all the TOs assigned to a particular Series).

To create a TO Series, follow these steps:

- 1) From the splash screen, select **File, Preferences**. The Preferences window appears.
- 2) At the bottom of the Preferences window, type in the number of character groups to divide the TO Numbers into Series.

NOTE

Choosing a Series Break preference of **1** will result in a fewer number of Series being created, each of which contains more TOs. For example, all TOs starting with "1C" or "1F" will be in the same Series, since their first character group is "1." By contrast, a Series Break preference of **5**, for example, will result in more Series being created, each of which contains fewer TOs.

- 3) When the dialog box appears asking whether or not to re-assign the series, select **OK**.
- 4) Select **OK** again to delete the previous series created (if **Cancel** is selected, the user may re-assign the TOs at a later time). A Create Series progress window appears, counting the number of TO records.
- 5) When the red "**Done**" appears, select **OK**. The TOs have been re-assigned into new Series.
- 6) Select **Edit, Series**. The Edit Series window appears, displaying the newly created TO Series and their review months.

When a new TO is added to the database and it does not "fit" into any of the existing Series, the program asks if the user would like to create a new Series to accommodate it. The simple answer is **Yes**, and a Review can be assigned at the same time.

If a number of new TOs (not Increments or Receipts) have been added to the database and not had a Series added to accommodate them, re-assigning the Series would fix that. Unfortunately, it would also rearrange the assignments, such that the Review Months would be different for different Series. If that is still desired, then to re-assign the TO Series, follow these steps:

- 1) From the splash screen, select **Utilities, Re-Assign Series**.
- 2) When the dialog box appears asking whether or not to delete the existing series, select **OK**. A Create Series progress window appears, counting the number of TO records.
- 3) When the red "**Done**" appears, select **OK**. The TOs have been re-assigned into new Series.
- 4) Select **Edit, Series**. The Edit Series window appears, displaying the newly created TO Series and their Review Months.

4.5.10 Recalculate TO ID Quantity

This utility allows the ATOMS 2000 user to recalculate the ID quantities of all the Needs in the database. There are times when the ID quantities on the Edit TO window are incorrect, due to a bug or glitch—running this utility fixes that discrepancy.

If a report or window displays unusual data, especially in the ID column, follow these steps:

- 1) From the splash screen, select **Utilities, Recalculate TO ID Qty**. An **Update ID Qty** window appears, counting all the Needs in the database.
- 2) When the red **“Done”** appears, select **OK**. The ID quantities have been recalculated.

In a manner similar to the Re-Index utility, it does not harm the data to run this utility at any time.

4.5.11 Convert Legacy Data

Because ATOMS 2000 is a completely new application using both a new database and a different operating system, there must be a way to convert the data records stored by the previous ATOMS into the new format. Under normal conditions, this will be done only once by a TODO, when changing over from previous versions of ATOMS to ATOMS 2000.

- 1) From the splash screen, select **Utilities, Convert Legacy data, Convert Legacy data**. The **Old database location** window appears (Figure 4-24).
- 2) Select the directory that contains the old database files and press **Open**. The **Convert Legacy Data** progress window appears (Figure 4-25), moving the red highlight down the window as the conversion progresses.
- 3) When the progress list finishes, select **Ok** below the red **“Done.”** The **Convert Legacy Data** progress window disappears, and the splash screen reappears.
- 4) Select **Edit, TO** and/or **Order, Needs by TO** and/or **Receipt, On-Hand by TO**. If any of these table windows have data displayed, the conversion process was successful.

Once ATOMS 2000 has converted the legacy data, there is no communication between the two sets of data, nor is the old legacy data damaged in any way. The ATOMS 4 (DOS version) program can still be run, and the ATOMS 2000 database can also be used. Any updates to one or the other, however, will not be reflected in the other.

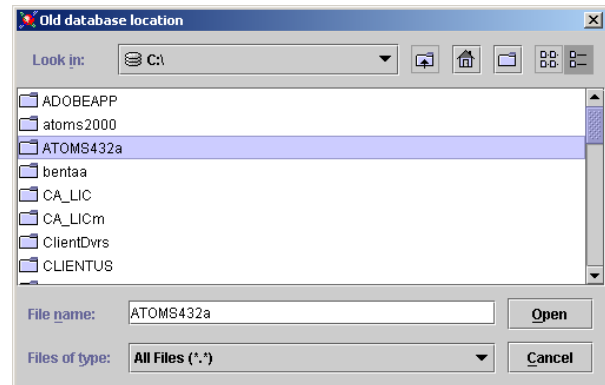


Figure 4-24. Old Database Location Window

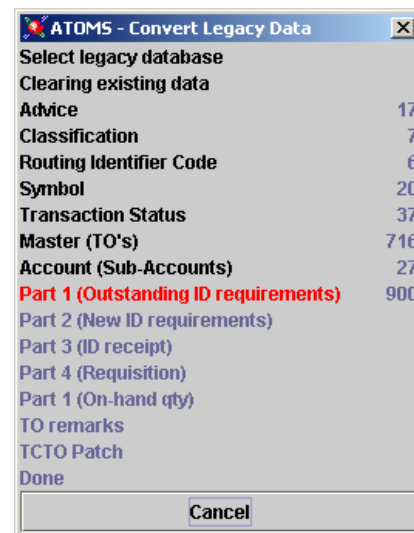


Figure 4-25. Conversion Progress

NOTE

The Convert Legacy Data process does not damage the old ATOMS 4 data in any way. Once conversion is finished, however, updates in either database will NOT be reflected in the other.

4.5.11.1 Re-Converting

The Convert Legacy Data process can be used more than once, if desired. The two main reasons for doing so would be 1) that the user ran the conversion once and performed duplicate operations in both ATOMS programs during a trial, training period, and then wanted to convert “for real”; and 2) if

there were so many problems in the data after converting that the user felt like fixing the data in the old system was easier than doing so in the new. In either case, these are the steps to follow:

- 1) From the splash screen, select **Utilities, Convert Legacy data**. A window appears that says data already exists in the current database, asking for permission to delete it to continue with the conversion (Figure 4-26). Select **OK**.
- 2) The **Old database location** window appears (Figure 4-24).
- 3) Select the directory that contains the old database files and press **Open**. The **Convert Legacy Data** progress window appears (Figure 4-25), moving the red highlight down the window as the conversion progresses.
- 4) When the progress list finishes, select **Ok** below the red "Done." The **Convert Legacy Data** progress window disappears, and the splash screen reappears.
- 5) Select **Edit, TO** and/or **Order, Needs by TO** and/or **Receipt, On-Hand by TO**. If any of these table windows have data displayed, the conversion process was successful.



Figure 4-26. OK To Delete?

4.5.11.2 TCTO Patch

The TCTO Patch process gives the ATOMS 2000 user the ability to convert automatically all TCTOs in the database to Increments under the correct TCTO header.

In ATOMS 2000, all TCTOs are to be entered into the database, not as a separate TO, but as the Increment of a TCTO Header (which is entered as a TO). For instance, the TCTO Header 1C-130 is entered as a TO according to the process described in Paragraph 4.4.2, **Add a TO or TCTO Header**. Then the TCTO itself—1C-130-785, for example—is entered as an Increment under the 1C-130 Header, according to Paragraph 4.4.3, **Add a TO Increment**.

With the legacy data being converted, many TCTOs “come into” ATOMS 2000 as TOs, having been entered that way in the previous ATOMS 4 database. This patch fixes it so that all TCTOs are listed as Increments in ATOMS 2000, as they should be; the patch even creates TCTO Headers as needed.

To convert TCTOs in ATOMS 2000 into their proper, “Increment” form, follow these steps:

- 1) From the splash screen, select **Edit, TO**. The **Edit TO** window appears.
- 2) Scroll through the list of TOs. When a TCTO is found entered as a TO, check the User Symbol field. If it is a **T**, then continue scrolling.
- 3) If the User Symbol field is not a **T** and the entry is a TCTO, highlight it and select **Modify** (or **double-click** it).
- 4) In the User Symbol drop box, select the **T** for TCTO.
- 5) Click the **Modify** button at the bottom. Note that the **T** appears in the User Symbol field in the **Edit TO** window.
- 6) Repeat from step 2 as much as desired.

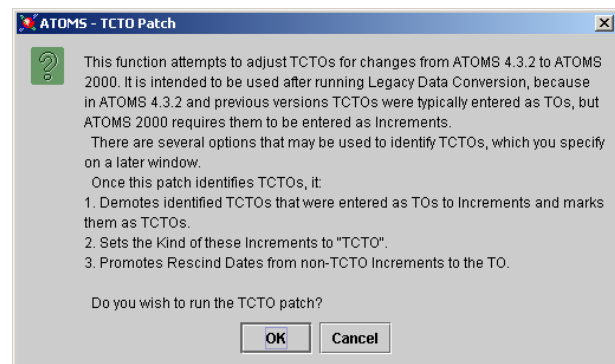


Figure 4-27. TCTO Patch Window

NOTE

The TCTO patch can be run as often as desired. If the user marks five (or five hundred) TCTOs with a **T**, runs the patch to convert them, and then wishes to do five (or five hundred) more, that is perfectly acceptable.

- 7) From the menu bar, select **Utilites, Convert Legacy Data, TCTO Patch**. The TCTO Patch window appears (Figure 4-27).
- 8) Click **OK**. The **Back-Up First** window appears (Figure 4-20). If no back-up has been made recently, it is a good idea to do so at this time.
- 9) If a back-up is made and run or not, the **TCTO Options** window appears (Figure 4-28). Click the second check box **User Symbol is "T"** first. If only that box is checked, only those TCTOs marked with a **T** are then converted into Increments. If even more specificity is desired, click either or both of the other two options.

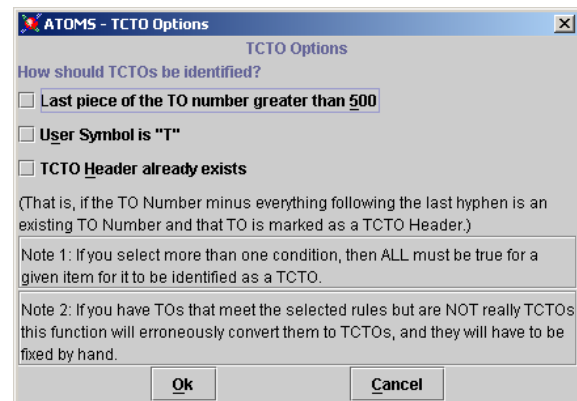


Figure 4-28. TCTO Patch Options

NOTE

If both “T” and “500” are checked, then for a TCTO entered as a TO to be converted to an Increment, it would have to meet both requirements—that is, be marked with a T in the User Symbol field and have the last piece of its TO Number be greater than 500. Likewise, if “T” and “Header” are checked, the User Symbol T must occur and the TCTO Header must already have been entered into the database as a TO.

TO	Increment	Stock Num	Action
33D7-6	-246	BOGUS08190000	demoted
21M-LGM30	1549 IN	BOGUS08590000	marked as TCTO
21M-LGM30	1550 RESC: 01M...	BOGUS08720000	marked as TCTO
12R2-2A			not a TCTO header

Figure 4-29. TCTO Patch List

- 10) Click **OK**. The conversion process begins. When completed, the **TCTO Patch List** window appears (Figure 4-29).
- 11) **Save** the Patch List, if desired. It might be helpful to check the TCTOs listed (the **Edit TO** window can be brought up at the same time to see them) to be sure they converted to Increments correctly.
- 12) Repeat as often as necessary to convert all TCTOs to Increments.

WARNING

To select only the “500” option in step 9 means that all TOs in the database with a last piece greater than 500 automatically gets converted into a TCTO Increment, under a new TCTO Header. For instance, TO 1-1-691 becomes TCTO –691 under the TCTO Header 1-1, which is often times not an accurate reflection of the TO.

Likewise, just selecting the “Header” option in step 9 means that all TOs that start with those characters will become TCTO Increments under it. For instance, if the TCTO Header 1C-130 already exists, all TOs in the database that start with 1C-130 will become TCTO Increments under the header. Again, not very productive.

4.5.11.3 1.0 Conversion Patch

The Convert Legacy Data process in the earliest version of ATOMS 2000 (1.0) incorrectly converted Publication Dates for TOs stored in the 4.3..2a database. The 1.0 Patch fixes that:

- 1) From the splash screen, select **Utilities, Convert Legacy data, 1.0 Conversion Patch**. A **Back-Up Now?** window appears—it is recommended that the back-up be run.
- 2) The **Old database location** window appears (Figure 4-24).
- 3) Select the directory that contains the old database files and click the **Open** button. A progress window appears, moving the red highlight down the window as the conversion progresses.
- 4) When the progress list finishes, select **Ok** below the red “Done.” The **Convert Legacy Data** progress window disappears, and the splash screen reappears.

If the user converted the legacy (4.3.2a) data with version 1.0.1 or later of ATOMS 2000, this patch should not be used—running it will result in the corruption and/or duplication of some date fields.

4.5.11.4 Extra Basic Conversion Patch

The Convert Legacy Data process in earlier version of ATOMS 2000 (1.0 and 1.0.1) incorrectly created basic Increments without first checking the Part 3 records in the old 4.3.2a database. This resulted in having an “extra” basic Increment in the list. The Extra Basic Patch fixes that by combining the extra Basic data with the data of the correct Increment:

- 1) From the splash screen, select **Utilities, Convert Legacy data, Extra Basic Conversion Patch**. A **Back-Up Now?** window appears—it is recommended that the back-up be run.
- 2) The **Old database location** window appears (Figure 4-24).
- 3) Select the directory that contains the old database files and click the **Open** button. A progress window appears, moving the red highlight down the window as the conversion progresses.
- 4) When the progress list finishes, select **Ok** below the red “Done.” The **Convert Legacy Data** progress window disappears, and the splash screen reappears.

If the user converted the legacy (4.3.2a) data with version 1.0 or 1.0.1 of ATOMS 2000, this patch should be used—otherwise, running it will result in the corruption and/or duplication of some fields.

4.5.11.5 Problems Converting

The Convert Legacy Data process has encountered several problems during the short history of: ATOMS 2000's existence. Many of these have been solved or minimized by changes to the program code itself, most notably accommodations for the existence of carriage returns in various text fields of TO records.

One major problem that may still occur during conversion is that of converting the TO Remarks, or Catalog Notes. Although easily 75% of the information formerly kept by TODOs in the TO Remarks field is now tracked as a matter of course in ATOMS 2000, a special application, called *memoview.exe*, was created to convert those notes for use in ATOMS 2000. The *memoview* application is run automatically by the conversion utility. If this process fails, then something in the TO Remarks text causes the conversion to fail. The only option then is to type in the TO Remarks by hand on each of the TO records in ATOMS 2000.

There are times when the conversion process loops indefinitely, never progressing further. Cases like this usually mean that there is bad data in the old 4.3.2a files. One possible solution is for the user to observe which file in the progress window is the “culprit” and then open it using MS Excel. There is no easy way to describe how to do this—it is mostly a matter of looking at the surrounding records (the progress window also gives a count, so the offending record can be found) and “fixing” any with fake data so that the conversion can be completed (and the fake data fixed afterwards).

4.6 FILE COMMANDS

The word “File” as a menu command is somewhat of a misnomer, since the ATOMS database consists of thirty-two actual files—sixteen *DB* (database) files and sixteen *IDX* (index) files. When an ATOMS 2000 database file is “opened,” ATOMS 2000 focuses on and accesses the data in those thirty-two files all at one time.

4.6.1 Open Database

The Open Database function under the File menu command was originally intended to accommodate multiple users who shared resources (in this case, a PC), or if one user had more than one version of an ATOMS 2000 database available. That functionality is now handled by the Multiple TODO Accounts option (see Paragraph 4.6.4).

In ATOMS 2000 version 1.4 and later, the Open database function is used nearly exclusively as a troubleshooting technique, especially if the Could Not Open Database window appears (Figure 4-30).

To open an ATOMS 2000 database, follow these steps:

- 1) From the splash screen, select **File, Open Database**. An Open database window appears (Figure 4-31).
- 2) Use the standard file selection window to select a directory that contains an ATOMS 2000 set of files. The Look in: text box displays C:\ as the default; to select a different drive letter, **click** the arrow down on the right edge of the text box. In the white box listing the folders, **double-click** an upper folder (typically *atoms2000*), and then single-**click** the folder containing the data (typically *data*).



Figure 4-30. Could Not Open Database

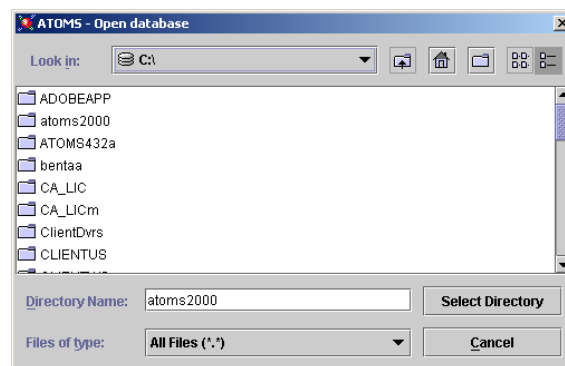


Figure 4-31 Open Database

NOTE

Opening a database actually means “Selecting a Database Directory.” Because there are thirty files associated with an ATOMS 2000 database, it is not necessary to select an individual file, just the directory that contains the files. If an individual file is selected, ATOMS 2000 assumes the directory where the file is.

- 3) Click **Select Directory**. The Open database window disappears, and the splash screen reappears with the menu bar commands of **Edit** and **Order** active and the path on the title bar changes, indicating an open ATOMS 2000 database.

4.6.2 Close Database

To close an ATOMS 2000 database, follow this step:

- 1) From the splash screen, select **File, Close Database**. The splash screen commands of **Edit, Order, Receipt, Utilities**, and **Reports** become inactive, indicating that no ATOMS 2000 database is open.

Actually, there is no need to close an ATOMS 2000 database, as an open database will automatically close when a new one is opened. This command is included to maintain consistency with other Windows programs.

4.6.3 New Database

There may never be any reason for an ATOMS operator to use **File, New Database**. This is a command that was useful to programmers and program testers during development of the program. It was originally intended to accommodate multiple users who shared resources (in this case, a PC), or if one user had more than one version of an ATOMS 2000 database available. That functionality is now handled by the Multiple TODO Accounts option (see Paragraph 4.6.4).

In the unlikely event that the user desires to create a new ATOMS 2000 database, these are the steps to follow:

- 1) From the splash screen, select **File, New**. The Create new ATOMS database window appears.
- 2) Use the standard File Selection window to select (or create) a directory to store an ATOMS 2000 set of files.
- 3) Select **Create Where**. The Create new ATOMS database window disappears. If a database already exists in the directory selected, a warning message appears (Figure 4-32). Selecting **No** to delete aborts the New Database function; selecting **Yes** continues the process.
- 4) The splash screen reappears with the menu bar commands of **Edit, Order, Receipt, Utilities**, and **Reports** become active, indicating that an ATOMS 2000 database is open.

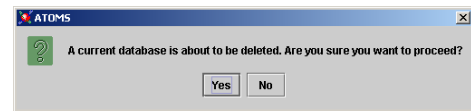


Figure 4-32. Delete Old Database

NOTE

During both installation and creating a new database, the Transaction Status and Classification Look-Up Tables are filled with standard data.

4.6.4 Multiple TODO Accounts

ATOMS 2000 gives the user the possibility of having more than one set of data files on the same PC. This can be used for multiple TODOs that share the same office and resources, or for one individual who is the TODO POC for more than one office. The terminology for this in ATOMS 2000 is “Multiple TODO Accounts,” not to be confused with Sub-Accounts of a particular TODO.

Another use of this ATOMS 2000 feature was developed recently by TODOs that did not want TCTOs, CPINS, Job Guides, and/or Check Lists in the same database as the rest of their TOs. A separate TODO database was created, using this functionality, to accommodate the special TOs. Although reports for the specialized TOs were not included in the “main” TOs; reports, it made recording them and keeping their IDs and Requisitions more easily manageable.

4.6.4.1 Creating A New TODO Account

If creating a separate TODO database is desired, whether for a different TODO account (not Sub-Account) or for separation of special TOs, follow these steps:

- 1) From the splash screen, select **File, Multiple TODO Accounts, New TODO Preferences**. The Create Preferences File window appears (Figure 4-33).

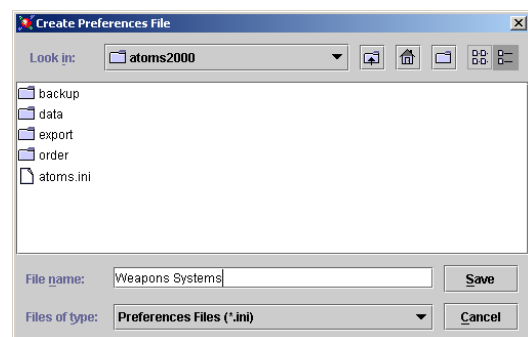


Figure 4-33. Create Preferences File

- 2) The Look in: text box should say *atoms2000*—if not, use the standard Windows selection window to select it, or select another directory if desired.
- 3) In the File Name: text box, type in a name for the new TODO Account.

NOTE

In Figure 4-33, the example of a new TODO account file name is **Weapons Systems**, but any valid Windows name will do. If the different databases are to be different TODOs, one suggestion would be to use the TODO code as the file name.

- 4) Select **Save**. The program “blinks,” and then a Preferences window appears (Figure 4-34).

NOTE

When the **Save** button is clicked, a new directory is created on the user's PC with the same File Name that was entered in step 3. Notice that it appears in the title bar of the visible Preferences window, and as part of the path name of each of the directory names.

- 5) The Directories and Back-Up locations are filled automatically. Follow the procedures in Paragraphs 4.2.1, Directories, and 4.2.2, Back-Up, to make any changes
- 6) The TODO information is left blank. Follow the procedures in Paragraph 4.2.3, TODO, to fill it in (required before the Preferences window can be closed). If this is for the purpose of separating special TOs from the main library listings, enter the same TODO information.
- 7) The FTP and General information is copied from the original Preferences window—refer to Paragraphs 4.2.4, FTP, and 4.2.5, General Preferences, to make any changes.
- 8) Click **OK** to accept the Preferences. Note that the title bar (Figure 4-35) contains the (new) TODO code and JCALS Account Number, and that the path name contains the File Name given in step 3 above.

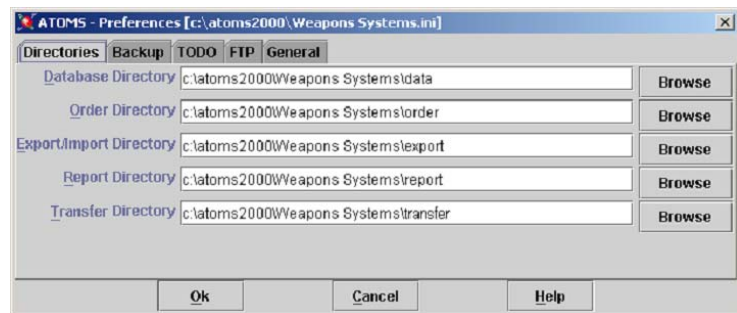


Figure 4-34. New TODO Preferences

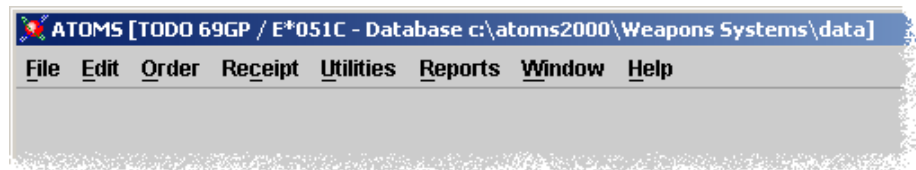


Figure 4-35. Title Bar With New TODO Account Visible

This new TODO account is the same as having a new, blank database with one exception—data from the Look-Up Tables was copied over from the “original” ATOMS 2000 database in the process. If those data records are incorrect or not desired, modify or delete them as necessary (see Section 4.9, Look-Up Tables).

4.6.4.2 Accessing Another TODO Account

When ATOMS 2000 is opened, the original database (typically in the *c:\atoms2000\data* directory) is accessed and is indicated in the title bar of the splash screen. To access another TODO database as established in the previous sub-paragraph, follow these steps:

- 1) From the splash screen, select **File, Multiple TODO Accounts, Open TODO Preferences**. The Open Preferences File window appears, with *atoms2000* in the Look in: text box and *atoms.ini* in the File Name: text box.
- 2) In the white box where all the files and folders are listed, select the *ini* file for the database desired. If the *ini* file for the database desired is not listed, use the Look in: box to find and select it (Figure 4-36).
- 3) Select **Open**. The program “blinks” for a moment, and then a Preferences window appears.
- 4) Click **OK** to close the Preferences window. Note that the title bar (Figure 4-35) contains the selected TODO code and JCALS Account Number, and that the path name contains the name of the *ini* file given in step 2.

To return to the original TODO database, follow the same procedures as above, except that step 2 can be skipped, because the *atoms.ini* file is already selected (by default) when the Open Preferences File window appears.

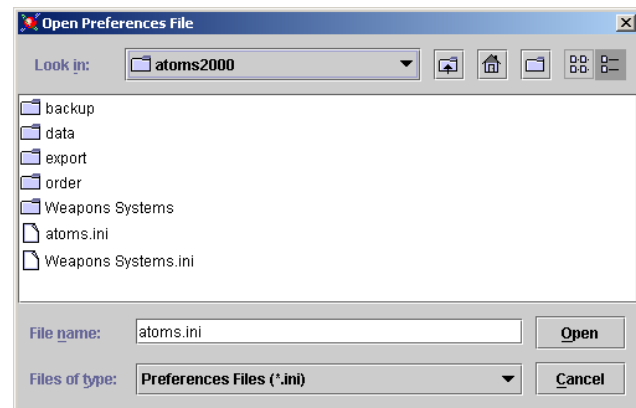


Figure 4-36. Open TODO Preferences

4.6.5 Exit

The user may exit ATOMS 2000 when all activity is finished for the day. Although the data records are stored as soon as an **Add** or **Modify** button is activated, it is important that a systematic shut-down of ATOMS is accomplished (the index files are not necessarily written until shut-down occurs). There are three methods to exit ATOMS 2000 safely:

- Select **File, Exit** from the splash screen. When the Back-Up First dialogue box appears (Figure 4-20), select either **Exit**, or **Back-Up** and then **Exit** to complete the exit;
- Click the **X** in the upper right corner of the splash screen. When the Back-Up First dialogue box appears (Figure 4-20), select either **Exit**, or **Back-Up** and then **Exit** to complete the exit;
- With the focus in the splash screen, press **ESC**. When the Back-Up First dialogue box appears (Figure 4-20), select either **Exit**, or **Back-Up** and then **Exit** to complete the exit.

Upon exiting, ATOMS 2000 sets a flag that a systematic shutdown has occurred. Upon re-starting, it checks the flag—if set, a normal start-up occurs; if not, it assumes a non-systematic shutdown or failure occurred and asks to perform a re-indexing.

4.7 WINDOW COMMAND

4.7.1 Window Command

If more than one window besides the splash screen is open, the user may select from among them using the **Window** command from the splash screen bar, using the following (mouse) procedure:

- 1) From the splash screen, select **Window**. In the list below the command, each open window (up to nine) appears with a number beside it (Figure 4-37). For window # 10 and higher, just the

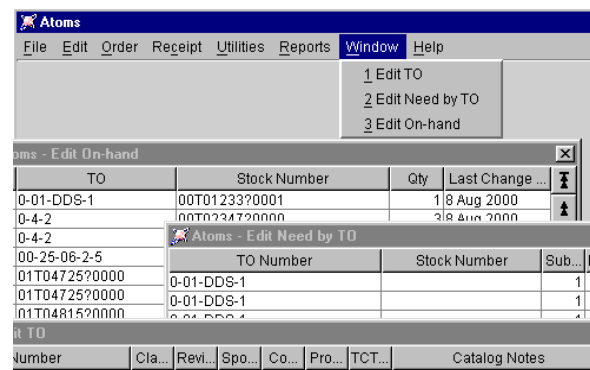


Figure 4-37. Window Command List

window name is listed.

- 2) Drag the cursor arrow down and **click** on the desired window. The focus returns to that window (its title bar is highlighted, and all other windows' title bars are inactive), and the drop list disappears.

For exclusive "keyboarders," the same results occur by using the following (keyboard) procedure:

- 1) Return the focus to the splash screen by pressing **Ctrl+Tab** until its title bar is highlighted.
- 2) From the splash screen, select **Window**. Each open window appears below the **Window** command with a number beside it (Figure 4-37).
- 3) Type the number of the desired window (or, use the **Up** and/or **Down** arrow keys until the desired window is highlighted and press **Enter**). The focus returns to that window (its title bar is highlighted, and all other windows' title bars are inactive), and the drop list disappears.

NOTE

If no other windows are open except the splash screen, the Window command's drop list displays the gray/inactive word "none."

This feature allows users to select a window from the keyboard without using a mouse. It might also be helpful on a particularly cluttered screen to avoid having to move other windows around to find one buried underneath.

4.8 HELP COMMANDS

4.8.1 Help

There are four types of Help available for ATOMS 2000: the Help Index, the content-sensitive help screen on each individual window, an electronic file of the ATOMS 2000 User's Manual, and the ATOMS 2000 Help hot-line. Each is described in the following paragraphs.

4.8.1.1 Help Index

ATOMS 2000 contains several help topics, listed in an outline form. The topics can be accessed and read individually; a "read history" is built in to allow the user to return to previous topics.

To use the Help Index for learning more about a particular ATOMS 2000 topic, follow these steps:

- 1) From the splash screen, select **Help**, **Content**. The indexed **Help** window appears.

NOTE

The indexed **Help** window takes a longer time than usual when accessed the first time in an ATOMS 2000 session. Subsequent access *in the same session* is much faster.

- 2) Select the desired topic by clicking on it. For those users who are exclusive keyboarders, **Tab** into the list of topics until the first one is highlighted, use the **arrow keys** to move the highlight to the desired topic, and press **Enter**.
- 3) When finished reading the topic, press the **Content** button to return to the indexed listing of topics, the **Back** button to go to the previous help topic screen, or the **X** in the upper right corner (or **Alt+F4**) to exit the Help Index.
- 4) Repeat, starting at Step 2 until finished. After selecting **Back**, the **Forward** button is active and can display topics viewed later in the "read history" sequence.

4.8.1.2 Content-Sensitive Help (Help Screens)

Help screens on each window are also provided within the ATOMS 2000 program. They are not, however, a repeat of the User's Manual. Each help screen is content-specific—that is, containing in-

formation specific to the screen being displayed—and is to be used as a reference to jog the user's memory about a particular screen or button and its function.

4.8.1.3 ATOMS 2000 User's Guide

In contrast to the help screens, the ATOMS 2000 User's Guide contains step-by-step instructions, making it more of a tutorial document than the window-specific help screens are. It can be viewed on-screen or printed out as a paper manual using Adobe™ Acrobat Reader (see [Installing Acrobat Reader](#), Paragraph 3.2.3).

4.8.1.4 ATOMS 2000 Help Hot-Line

For technical assistance in any manner regarding ATOMS 2000, contact:

Virtual Information Center (VIC)

DSN 787-4499; commercial (937) 257-4499

E-mail: MSG.VIC.support@wpafb.af.mil

Web page: <https://msg.vic.wpafb.af.mil>

The same information can be found on the Help, About box (Figure 2-7).

4.9 LOOK-UP TABLES

4.9.1 General

There are five Look-Up tables that store specific types of information in ATOMS, used in different windows. Each contains a Code field and a Text field for the ATOMS user to describe or define what the code means, as well as the same, standard functions (**F**ind, **A**dd, **M**odify, **V**iew, **D**ele~~t~~e, **C**lose, and **H**elp) and navigation buttons.

During installation of ATOMS 2000 and the creation of a new database (see [New Database](#), Paragraph 4.6.3), two of the Look-Up Tables—specifically, Transaction Status and Classification—are filled with standard data.

Creating a new TODO account (see [Creating A New TODO Account](#), Paragraph 4.6.4.1) copies all the data from these tables in the current/selected TODO's database into the new database.

A brief description of each table, its fields, and where it applies is given in the following paragraphs.

4.9.2 Classification

The [Classification Look-Up](#) table can contain the security codes for TOs, such as Unclassified, Confidential, Secret, etc. A one- or two-character alphanumeric code is usually used, followed by its description. The Classification field appears on the [Edit TO](#) window, as a selectable drop box on the [Add TO](#) or [Modify TO](#) windows.

There is another Classification field on the [Edit TO Increment](#) window. The Increment classification defaults to the same one the TO has, although it can be modified if the Increment's classification is different.

The [Classification Look-Up](#) table is recognized by the “spy” icon in the lower left of the window (Figure 4-38).

To **Add** a Classification code, follow these steps:

- 1) From the splash screen, select **Edit, Look-Up Tables, Classification**. The [Edit Classification](#) window appears, displaying all current classification codes and their descriptions.
- 2) Select **Add**. The [Add Classification](#) window appears.



Figure 4-38. Classification Icon

- 3) Enter a unique Code number and any remarks in the Text box to describe or define that classification code.
- 4) Select **Add**. The Add Classification window disappears, and the Edit Classification window displays the updated list.
- 5) Select **Close** (or press **ESC**). The Edit Classification window disappears, displaying the splash screen again.

To **Modify** a Classification code, follow these steps:

- 1) From the splash screen, select **Edit, Look-Up Tables, Classification**. The Edit Classification window appears, displaying all current classification codes and their descriptions.
- 2) Select the Classification to be modified.
- 3) Select **Modify**. The Modify Classification window appears.
- 4) Change either of the fields as desired.
- 5) Select **Modify**. The Modify Classification window disappears, and the Edit Classification window displays the classifications with any changes made.

To **View** a Classification code, follow these steps:

- 1) From the splash screen, select **Edit, Look-Up Tables, Classification**. The Edit Classification window appears, displaying all current classification codes and their descriptions.
- 2) Select the Classification to be viewed.
- 3) Select **View**. The View Classification window appears, displaying only the code selected.
- 4) Select **Cancel**. The View Classification window disappears, returning the user to the Edit Classification window.
- 5) Select **Close** (or press **ESC**). The Edit Classification window disappears, displaying the splash screen again.

To **Delete** a Classification code from ATOMS, follow these steps:

- 1) From the splash screen, select **Edit, Look-Up Tables, Classification**. The Edit Classification window appears, displaying all current classification codes and their descriptions.
- 2) Select the Classification code to be deleted.
- 3) Select **Delete**. The Delete Classification window appears.
- 4) Select **Delete**. The Delete Classification window disappears, and the Edit Classification window displays the updated list.
- 5) Select **Close** (or press **ESC**). The Edit Classification window disappears, displaying the splash screen again.

4.9.3 Proponent

The Proponent Look-Up table contains the codes for which TO Manager or Sponsor has primary responsibility for supplying change packages, as listed on the title page of the TO. A multi-character, alphanumeric code is used, followed by a name or organization in the Text field. The Proponent code appears on the Edit TO window, as a selectable drop box on the Add TO or Modify TO windows. The Proponent codes are related to the Routing Identifier Codes in previous versions of ATOMS, and will become necessary when ordering Change packages through the JCALS system.

The **Add**, **Modify**, **View**, and **Delete** functions for the Proponent Look-Up table operate in exactly the same way they do for the Classification Look-Up table (see Paragraph 4.9.2).

4.9.4 Advice

The Advice Look-Up table contains codes for action to be taken on a TO transaction. A two-character, alphanumeric code, followed by its corresponding description or definition in the Text field, is sometimes used. The Advice code appears on all the Edit Transaction windows.

The **Add**, **Modify**, **View**, and **Delete** functions for the Advice Look-Up table operate in exactly the same way they do for the Classification Look-Up table (see Paragraph 4.9.2).

NOTE

ATOMS 2000 automatically adds a 2L Advice Code to any Transaction in which the Quantity requested exceeds the Maximum Issue Quantity (MIQ), if the TO record contains a non-zero value for the MIQ. The 2L code appears after the 15 on the transaction line in the *TPR* file, and is the only Advice Code used in ATOMS 2000.

4.9.5 Transaction Status

The Transaction Status Look-Up table contains the codes for the status of a TO transaction. Any number of alphanumeric characters can comprise the code, although a code of two characters is standard. The code is followed by its corresponding description or definition in the Text field and a check box indicating whether or not the transaction is **Unresolved**. The Transaction Status code appears as a selectable drop box on the Edit Transaction window and on the Modify Transaction window; if checked **Unresolved** on the table, the word “unresolved” appears after the Text field description in the drop box.

The **Add**, **Modify**, **View**, and **Delete** functions for the Transaction Status Look-Up table operate in the same way they do for the Classification Look-Up table (see Paragraph 4.9.2), with the only exception being the Unresolved field, which can be toggled on or off to mark the status appropriately.

4.9.6 User Symbol

The User Symbol Look-Up table contains the codes for the type of TO a record contains, from its user's point of view. A one-character, alphanumeric code is usually used, followed by the type of TO in the Text field, such as “2” for work cards, “I” for IPBs, “T” for TCTOs, etc. The User Symbol code appears on the Edit TO window, as a selectable drop box on the Add TO or Modify TO windows. Outdated as a means of identifying types of TOs, the code may be used for sorting and grouping TOs together on reports, regardless of any factual relationship to the code description—that is, it is a field that is defined and used as the individual sees fit.

The **Add**, **Modify**, **View**, and **Delete** functions for the User Symbol Look-Up table operate in exactly the same way they do for the Classification Look-Up table (see Paragraph 4.9.2).

CHAPTER 5

ROUTINE OPERATIONS

5.1 OVERVIEW

This chapter contains the routine functions of ATOMS 2000; one can think of these as the normal, daily tasks of being a TODO. The topics covered include the creation of Needs, the compiling of those Needs into an Order, sending an Order using FTP, recording the Receipt and Distribution of TOs, and running Reports.

Most of the commands described in this chapter will be used often, even daily, and are outlined as step-by-step procedures. Many of the windows described in the previous chapter will be used by those described here, as a reference list or as a list from which to **Pick**. Included also are the terms and definitions of fields on the windows (for a complete listing of all ATOMS 2000 terms, see [Appendix C](#) of this manual).

5.2 COMMON TASKS

5.2.1 Day-To-Day Operation

After starting ATOMS 2000, a TODO's list of tasks on a typical day (with apologies to all TODOs for even suggesting that there is a "typical" day) might be something like this:

- Record the receipt of any shipments received and their distribution (see Paragraph 5.5.2, [Record Receipts and Distribution](#)).
- Run the Distribution Report (see Paragraph 5.6.10, [Distribution Report](#)) to create "packing lists" for TOs received that are to be delivered to Sub-Accounts, and distribute them to the appropriate Sub-Accounts.
- Run the Distribution Report (see Paragraph 5.6.10, [Distribution Report](#)) to list all TOs distributed to Sub-Accounts during the past week. Ship list to all Sub-Accounts so that they can verify the receipt of books they should have received.
- Collect information (by personal contact, E-mail, phone, etc.) on any Needs from Sub-Accounts and create records of those Needs (see Paragraph 5.3.3, [Create a Need Record](#)).
- Run the Master TO Report (MTOR) by Sub-Account (see Paragraph 5.6.2, [Master TO Report](#)) to list all TOs on-hand, on order, and on ID to Sub-Accounts. Verify list with Sub-Accounts, and create Needs (Paragraph 5.3.3, [Create a Need Record](#)) for discrepancies.
- Build and send an Order when one or more Needs have been recorded (see Paragraph 5.4.2, [Build an Order](#) and Paragraph 5.4.5, [Send an Order](#)). Each TODO will probably adopt a convenient schedule for building and sending Orders.
- Re-index and back up the database (see Paragraph 4.5.3, [Back-Up](#)).

These tasks are in no specific sequence, with two exceptions: the building and sending of an Order must follow the collecting and recording of Needs; and the running of a Distribution Report must follow recording the receipt of books and their distribution.

5.2.2 Frequent Tasks

A TODO should also perform the following tasks periodically:

- Run the Master TO Report (MTOR) to match the ATOMS 2000 records against the library's inventory (see Paragraph 5.6.2, Master TO Report). Take the appropriate action to resolve any differences, by ordering missing TOs and/or Increments or correcting the database records.
- Run the Follow-Up Report (see Paragraph 5.6.7, Follow-Up Report) to determine which Transactions are currently unresolved. Take appropriate action to resolve them.
- Run Review Series Report (see (see sub-Paragraph 5.6.5.3, Review Series Reports) to determine which TO Series are to be reviewed for the given or coming month. Take appropriate action to review the listed TOs using the *USAF TO Catalog*.
- Run Review Schedule TOs Report (see (see sub-Paragraph 5.6.5.2, Review Schedule TO's Report) to determine if any annual reviews have been overlooked. Take appropriate action to correct any missing annual reviews, reconciling the records with the *USAF TO Catalog*.

As these tasks are unrelated to each other, they are to be performed in no specific sequence, but on a regular schedule or an as-needed basis.

5.3 NEEDS

5.3.1 General

A **Need** is a request for a TO or TO Increment. One can be created any time a Sub-Account submits a request to a TODO. The request can be a verbal request, either in person or over the telephone, or written—a note left on a desk or a E-mail message sent. The TODO tracks the Needs for all Sub-Accounts with ATOMS 2000.

NOTE

There must be a Sub-Account for every Need (request for a TO or Increment). Typically, Sub-Account #1 is the TODO and/or “main library”; others making requests for TOs can be assigned different Sub-Account Numbers.

ATOMS stores these fields associated with Needs:

- **TO Number** – a unique number, assigned by USAF specification, for each TO;
- **Stock Number** – a unique number for any TO increment, usually included on the shipping label of the TO or found in the *USAF TO Catalog*;
- **Sub-Account Number** – a number to differentiate among Sub-Accounts;
- **Need Number** – an ATOMS-derived, sequential number to differentiate among Needs, invisible to the ATOMS 2000 user;
- **Tx (Transaction) Date** – the date the Need is made into a Transaction, typically the day the Order is built;
- **Document Number** – a 13-character number created by ATOMS to differentiate among Orders for TOs; the first six characters are the JCALS TM Account Code, the next character is the last digit of the current year, the next three are the Julian date of the year, and the last four are sequentially assigned by ATOMS, starting with “0001” each *day* (not each *Order*)—blank until the Order is built;
- **Demand** – MILSTRIP code for type of demand made—“N” is for one-time, non-recurring demands (replacements, shortages, or additional), and “*” is for ID demands (with or without Requisition);
- **Demand Reason** – a character assigned by ATOMS that represents the type of Demand—it is left blank if the Demand is an ID, or it has an “a” for any “automatic” func-

- tion the program takes (such as creating a Requisition if the Demand was **ID with Requisition**), “r” for a Replacement, “s” for a Shortage, or “+” for an Additional;
- **Qty** – the quantity requested by the Sub-Account; in the case of an ID demand (with or without Requisition), Qty is equal to the Sub-Account’s ID for that TO;
 - **Confirmed** – a check box used by the TODO to mark that a particular Need is confirmed by a governing agency;
 - **Qty Received** – the quantity received by the Sub-Account;
 - **Last Receipt Date** – the date of the last time any part (Increment) of the document was received by the Sub-Account;
 - **Closed** – a check box that, if checked, indicates that this TO for this Sub-Account and Quantity is no longer required—this particular Need for it is now obsolete (although another for the same Sub-Account and TO may be open);
 - **Remarks** – text to describe any other aspects of the Need.

The following paragraphs describe the procedures for Needs in ATOMS 2000.

5.3.2 The Edit Need Windows

The three Edit Need windows contain exactly the same information and functionality. The only difference is in the display order of records. Need by TO is sorted by TO Number, Need by Sub-Account is sorted by Sub-Account, and Need by Doc Num is sorted by the Document Number. Which one the user selects depends upon what information the user has or wants displayed.

A note about the Need by Doc Num window: the Document Numbers all start with the same six characters, the user’s JCALS Account Number. The next four digits are the Julian date that the Need was incorporated into a Transaction and built into an Order, so sorting by Document Number essentially means sorting by the Order date (although the decade turnovers cause some trouble, since the Julian dates repeat every 10 years). This means that the user’s oldest Needs are at the top of the list, and the most recent Needs are at the bottom of the list. It also means that any new Needs (just added, not yet incorporated into a Transaction/Order) have blank Document Numbers and are listed at the very top (since “no date” comes before any date alphabetically). This one window is very useful in determining recent user history regarding Needs.

All procedures in this section work identically on all three windows.

5.3.3 Create a Need Record

To create a Need record in ATOMS, follow these steps:

- 1) From the splash screen, select **ORDER, Need by X**. The Edit Need by X window appears, displaying all current Needs.
- 2) Select **Add**. The Add NEED window appears (see Figure 5-1).

NOTE

Steps 1 and 2 of this procedure can be combined by clicking the **Add Need** button on the splash screen. The only difference is that no Edit Need window appears.

- 3) Enter a TO number, or **Browse** from the list of TOs and **Pick** one.

NOTE

Although entering a TO number by typing is allowed, it will reduce mistakes throughout the database if the **Browse** and **Pick** functions are used at every opportunity, such as this one.

- 4) If the Need is a one-time (replacement, shortage, or additional) Need for a particular Change, then enter a Stock Number or **Browse** from the list of Stock Numbers and **Pick** one.

NOTE

There is no reason to enter a Stock Number for an ID Need. In fact, it is illegal to do so, and an error message results if it is tried.

- 5) Enter a Sub-Account Number, or **Browse** from the list of Sub-Accounts and **Pick** one.
6) Select the type of **Demand**.

NOTE

Requisitions (one-time Needs) should not be made for TCTO Headers, preliminary TOs (PTOs), or interim TOs (ITOs), nor should they be made for individual Changes that are more than 180 days old.

- 7) Type in the **Quantity**.

NOTE

The Quantity for an ID Need is that Sub-Account's ID for the TO. ATOMS 2000 allows the user to change an ID quantity by creating a new Need that gives the total ID quantity desired (*not* the difference between the old and new ID quantities).

- 8) Type in any Remarks desired about the Need, such as "Terri called about this 17 Jul 2001."
9) Select **Add**. The **Add NEED** window disappears, and the **Edit NEED** window displays the updated list.

Figure 5-1. The Required Fields on the Add Need Window

- 10) Select **C**lose (or press **ESC**) when all new Needs are entered. The Edit NEED window disappears, displaying the splash screen again.

NOTE

If the Add Need button on the splash screen was originally used in step 1, the splash screen reappears after selecting Add in step 9.

If there are other Need records to add at the same time, especially if many of the fields are the same (such as Needs for the same TO for several different Sub-Accounts), continue the above procedure from step 9 like this:

- 9) Select **Add/No Close**. The Record added message window appears.
- 10) Select **O**K. The Record added message window disappears, and the Add NEED window is re-displayed.
- 11) Change any or all of the fields as desired. Return to step 9 and repeat.
- 12) When all Needs are added, select **C**lose (or on the last Need record, select **A**dd instead of **Add/No Close**). The Add NEED window disappears, displaying either the Edit NEED window or the splash screen again.

NOTE

Only four fields are required to add a Need to ATOMS: TO Number, Sub-Account, Demand, and Quantity. If the Need is for a particular Increment, then the Stock Number field must also be entered (if the Increment is a Change, then the correct Stock Number must be used; other Increments can be ordered using a BOGUS Stock Number).

5.3.4 View a Need Record

To view a Need record in ATOMS, follow these steps:

- 1) From the splash screen, select **O**RDER, **N**eed by **X**. The Edit Need by X window appears, displaying all current Needs.
- 2) Scroll or use the **F**ind function to find a Need record and select it.
- 3) Select **V**iew. The View Need window appears.
- 4) Select **C**ancel (or press **ESC**). The View Need window disappears, and the Edit Need window reappears.
- 5) Select **C**lose (or press **ESC**). The Edit Need window disappears, displaying the splash screen again.

5.3.5 Modify a Need Record

Modifying a Need record in ATOMS is done if information was originally entered incorrectly. Any changes to the data must be made *before the Order is built*.

To modify a Need record in ATOMS, follow these steps:

- 1) From the splash screen, select **O**RDER, **N**eed by **X**. The Edit Need by X window appears, displaying all current Needs.
- 2) Scroll or use the **F**ind function to find a Need record and select it.
- 3) Select **M**odify. The Modify NEED window appears.
- 4) Change any of the editable fields desired.

NOTE

Only the Closed and Remarks fields are editable on a record that has been built into an Order. And the Closed field cannot be modified from here if the Need is an ID requirement.

- 5) Select **Modify**. The Modify NEED window disappears, and the Edit NEED window displays the updated list.
- 6) Select **Close** (or press **ESC**) when all Needs are changed. The Edit NEED window disappears, displaying the splash screen again.

5.3.6 Delete a Need Record

To view a Need record in ATOMS, follow these steps:

- 1) From the splash screen, select **ORDER, Need by X**. The Edit Need by X window appears, displaying all current Needs.
- 2) Scroll or use the **Find** function to find a Need record and select it.
- 3) Select **Delete** (or press the **Delete** key). The Delete NEED window appears. Be sure the Need is the desired one to be deleted.
- 4) Select **Delete**. The Delete NEED window disappears, and the Edit NEED window displays the updated list.
- 5) Select **Close** (or press **ESC**). The Edit NEED window disappears, displaying the splash screen again.

5.3.7 Needs Miscellany

5.3.7.1 Short-Cuts and Automatic Fill-Ins

Double-clicking a Need record causes that record's individual Modify window to appear.

The Document Number for a Need is filled in automatically when an Order is built.

Transactions that combine Needs for the same TO are automatically created when an Order is built. The Transaction's Document Number is placed into all the Needs from which it was derived.

A Need that has an "a" in the Demand Reason field creates a Transaction automatically ("a" stands for "automatic"), when the Demand was originally **ID with Requisition**; the ID request becomes the "normal" Transaction, and the one-time Requisition is created "automatically."

An ID Need (where the Demand is an "*") for a particular Sub-Account is automatically **Closed** (and marked as such) when a new ID Need for the same Sub-Account is added and incorporated into an Order.

A one-time Need (where the Demand is an "N") for a shortage or replacement (Demand Reason is "s" or "r") for a particular Sub-Account is automatically **Closed** (and marked as such) when, on the Distribution window, the Give quantity (quantity received) by the Sub-Account is equal to or greater than the This Req quantity (quantity requested).

NOTE

A one-time Need (where the Demand is an "N") for an additional (Demand Reason is "+") for a particular Sub-Account is *never* automatically **Closed**. The user must *manually* mark the Need **Closed** when the additional TO is no longer needed.

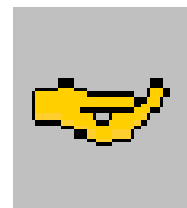


Figure 5-2. Needs Icon

5.3.7.2 Icon

The icon that appears in the lower left corner of the Needs window(s) is the image of an empty hand, as shown in Figure 5-2.

5.4 TRANSACTIONS AND ORDERS

5.4.1 General

When one or more Needs are accumulated, the ATOMS user may build an Order that incorporates all the outstanding Needs that have accumulated since building the last Order. The Order is an extremely important part of ATOMS 2000 functionality, as it is the only communication between the user and the “outside world” (i.e., Tinker/JCALS). And even more critical is the fact that once the Order is sent, it cannot be recalled—the Transactions contained in the Order are then official.

NOTE

Needs (ID and one-time) entered into ATOMS 2000 do not appear on the Master TO Report or as Transactions until *after* an Order is built.

When an Order is built, three processes occur:

- a **Transaction** record is created, combining Needs for the same TOs and creating a Document Number for it;
- the same Document Number is used to fill that field in all the Needs for that Transaction;
- an Order file, with the *TPR* extension, is created and saved.

ATOMS stores these fields associated with Transactions:

- **Document Number** – a 13-character number created by ATOMS to differentiate among ordered documents; the first six characters are the JCALS TM Account Code, the next character is the last digit of the current year, the next three are the Julian date of the year, and the last four are sequentially assigned by ATOMS, starting with “0001” each *day* (not each Order) —blank until the Order is built;
- **TO Number** – a unique number, assigned by USAF specification, for each TO;
- **Stock Number** – a unique number for any TO or TO increment, usually included on the shipping label of the document;
- **Demand** – MILSTRIP code for type of demand made—“N” is for non-recurring demands (replacements, shortages, or additions), and “*” is for ID demands (with or without Requisition);
- **Qty** – for ID demands, it is the quantity requested by the TODO, summing all demands (with or without Requisition), including both those for Sub-Accounts whose needs changed and those which are unchanged; for one-time demands, it is the sum of all Sub-Accounts’ new Needs;
- **Priority** – defaults to “15” (routine emergency); automatically assigned by ATOMS;
- **Advice** – automatically assigned by ATOMS from the Advice Look-Up Table;
- **Status** – current status of the Order, selected from the Transaction Status Look-Up Table; blank when order is built and filled in if the TODO receives a status message for the Transaction;
- **Status Date** – date entered when the status was last changed;
- **Filled** – a check box that, if checked, represents that all TOs/Increments ordered by this Transaction have been received;
- **Closed** – a check box that, if checked, represents a Transaction for TOs that are no longer required—that is, the Transaction is now obsolete;

- **Follow-Up** – code that appears if a Transaction was followed up (“f”) or cancelled (“c”); in *TPR* file, **ATD** designates a follow-up, **AC1** designates a cancel;
- **Follow-Up Date** – the date the Follow-Up or Cancel was incorporated into an Order;
- **JCALs Document Number** – a 13-character number created by JCALS to differentiate among received Transactions; usually included on any Requisition Transaction Status message received after ordering;

An ATOMS user cannot create a Transaction directly. Transactions are created automatically from recently added Needs when an Order is built. Likewise, Orders cannot be “built from scratch”—they are created by ATOMS 2000 from the Transactions.

The following paragraphs describe the procedures for Orders in ATOMS 2000.

5.4.2 Build an Order

To build an Order, follow these steps:

- 1) From the splash screen, select **Order, Needs by Doc Num**. Examine the Needs at the top of this list—those with no Document Number in the records—because these are the new Needs that will be built in to the Order. **Modify** any of them as necessary (see Paragraph 5.3.5, Modify a Need Record).

NOTE

Once an Order is built, each Need that previously had had no Document Number will then have one. This is how ATOMS 2000 “knows” whether or not to include Needs into an Order—if the Need record has no Document Number, it is a new Need and must be included; if a Document Number is there, it has already been built into an Order.

- 2) From the splash screen, select **Utilities, Re-Index**. When finished, click **OK**.
- 3) From the splash screen, select **Utilities, Back-Up**. When finished, click **OK**.
- 4) From the splash screen, select **ORDER, Build Order**, or click the **Build Order** button on the splash screen. Invisible to the user, all new Needs in the database are read and combined into Transactions (complete with the correct Document Numbers), which are incorporated into a *TPR* (Order) file.
- 5) If the **Build Order automatically opens Send Order** option is selected (☒) on the General tab of the Preferences window, the Send Order via FTP window appears (Figure 5-3), with the IP Address and User Name filled in from those fields on the Preferences window. The *TPR* file has been automatically named, and is displayed in the Order File text box.

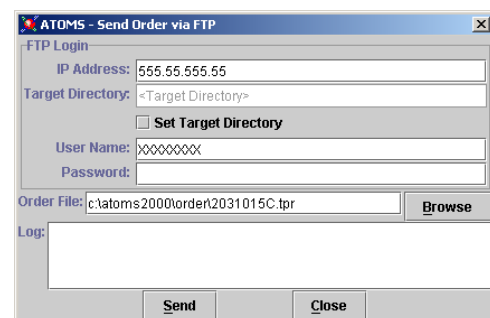


Figure 5-3. Send Order via FTP

- Alternate 5) If the **Build Order automatically opens Send Order** option is not selected (☐) on the General tab of the Preferences window, a message appears that informs the user that the appropriate file has been created, and the process is completed.

NOTE

The default name given to the Order file consists of eight characters, followed by the file extension *TPR*. The first four digits are the Julian date, and the last four are the last four characters of the JCALS Account Number as it appears on the Preferences window. If

more than one Order is made in the same day, an extra digit, starting at 1, is automatically appended to the same (default) file name (followed by the extension *TPR*) for each subsequent Order file built that day.

- 6) The user must decide whether to send the Order immediately, view the Order, or wait to send the Order at a later time:
 - To send the Order immediately, type in the correct password and click **Send** (the Internet connection is made, the Order is sent, and a confirmation message appears).
 - To view the Order, click the **View** button. Examine, print, and/or close the Order when desired.
 - To wait, click the **Close** button.

NOTE

Building an Order and sending an Order are two very distinct steps. The user may build an Order with no intention of sending it, as a method of correcting the data in the database. Of course, trying to send an Order without first building one makes no sense.

An Order may be sent at any time—it need not be done immediately after building it.

Some TODOs may not be allowed to send an Order without approval from their approving agency. The TPR file created can be saved/copied onto a floppy disk or as an attachment to an e-mail and delivered to the officer, rather than being sent directly to Tinker.

If the Order was sent, the extension on the Order file was changed from *TPR* to *SNT* (since it has now been sent), and changes to it (or its Transactions) can no longer be made. It still resides on the PC, most likely in the *c:\atoms2000\order* directory, and can be viewed at any time.

If the Order file is incorrect, the user should run the Restore utility (see Paragraph 4.5.4, [Restore](#)). This puts the database back to the way it was in step 3 (which is the reason for having done steps 2 and 3). The Needs should be fixed appropriately, and then this process begun again.

5.4.3 View a Transaction

When an Order is built, ATOMS creates records of Transactions that correspond, and sometimes combine, Needs in the database. One or more Needs can be combined into a single Transaction, if the Needs are for the same TO and have the same Demand type (“*” or “N”).

To view a Transaction, follow these steps:

- 1) From the splash screen, select **ORDER, Transactions by X**. The [Edit Transaction By X](#) window appears, displaying all the Transaction records.

NOTE

The three [Edit Transactions](#) windows contain exactly the same information and functionality. The only difference is in the display order of records. [Edit Transactions by TO](#) is sorted by TO Number, [Edit Transactions by Doc Num](#) is sorted by the Document Number, and [Edit Transactions by JCALS Doc Num](#) is sorted by the JCALS Document Number. Which one the user selects depends upon what information the user has or wants displayed.

- 2) Use the vertical navigation buttons or the **Search** function to find the appropriate record.

- 3) To see the desired record individually, select it and click on the **View** button (or double-click the record). The View Transaction window appears.
- 4) If desired, **Print** the individual record. Select **Cancel** (or press **ESC**) after the Transaction has been viewed. The Modify Transaction window disappears, displaying the splash screen again.
- 5) Select **Close** (or press **ESC**) when all desired Transactions have been viewed. The View Transaction window disappears, displaying the splash screen again.

A note about the Transactions by Doc Num and Transactions by JCALS Doc Num windows: the Document Numbers all start with the same six characters, the user's JCALS Account Number. The next four digits are the Julian date that the Transaction was created, so sorting by Document Number or JCALS Document Number essentially means sorting by date. This means that the user's oldest Transactions are at the top of the list, and the most recent are at the bottom of the list. This one window is very useful in determining recent user history regarding Transactions.

5.4.4 View an Order

To open and view an Order that has already been built, follow these steps:

- 1) From the splash screen, select **ORDER**, **View Order**. The Open a File window appears, displaying the *TPR* files that exist in the Order directory entered on the Preferences window.
- 2) Select one of the *TPR* files listed and **Open** (or **double-click** it). The View Order window appears (Figure 5-4).
- 3) If desired, click the **Print** button to print the Order to the default printer.
- 4) When finished viewing and/or printing the Order, select **Close** (or **Esc**). The View Order window disappears, and the splash screen reappears.

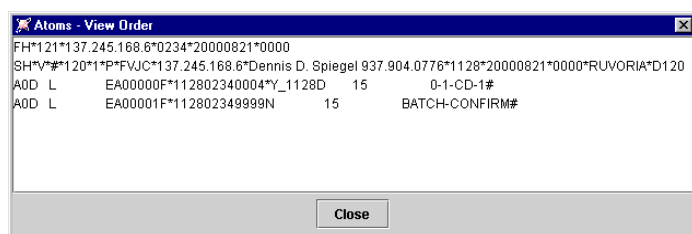


Figure 5-4. Viewing An Order

The explanations for all the text and characters in an Order file can be found in TO 00-5-2.

NOTE

Viewing an Order is intended specifically for that—viewing. Under NO circumstances should the *TPR* file be manually edited before being sent, for two reasons: a) the ATOMS database would not then match what was sent, and b) the possibilities of editing it incorrectly (so as to have it rejected or, worse yet, not even processed) are great. If the automatic Build Order function is not working correctly, contact the VIC help desk immediately.

5.4.5 Send an Order

Once an Order has been built, it does not automatically get sent to the appropriate location—the TODO must make the conscious decision to send the Order that has been built, by at least typing in the correct password on the Send Order window.

Some TODOs may not be allowed to use an FTP server, or to send an Order without approval from their approving agency. The *TPR* file created can be saved/copied onto a floppy disk or as an attachment to an e-mail and delivered to the appropriate place, in lieu of being sent directly via FTP.

To send an Order, follow these steps:

- 1) From the splash screen, select **ORDER, Send Order**. The Send Order via FTP window appears, displaying the Server Address and Login Name (Figure 5-3) as set up on the Preferences window.

NOTE

The Send Order via FTP window also appears automatically after an Order has been built, if that option is selected on the General tab of the Preferences window. The same options are available, no matter when the window appears.

- 2) Be sure the IP Address and User Name are correct. Be sure the Target Directory is not checked. Be sure the Order file name is correct; if not, **Browse** to select the correct one.
- 3) Type in the appropriate password.
- 4) Select **Send**. The Order is sent, the Send Order via FTP window disappears, and a confirmation window appears informing the user of a successful transmission. Click **OK**, and the splash screen reappears.

NOTE

Once an Order is sent, the filename extension for the Order file is changed from *TPR* to *SNT*. Either can be read using the **Order, View Order** command.

5.4.5.1 Unsuccessful Sending of an Order

If an error message appears indicating an unsuccessful transmission of the Order file, there are two main possibilities:

- The FTP information on the Preferences window is incorrect (an historic error is entering the TODO's name in the Username field). If so, select **File, Preferences**; fix the appropriate fields; **OK** the Preferences, and try the **Send Order** function again.
- The connection to the Internet is unsuccessful, due to heavy usage or a bad connection. Wait for a short time, and then try the **Send Order** function again.

If neither suggestion works, copy the message that appears in the Log: field, and paste it into an e-mail addressed to the VIC help desk (see Paragraph 2.2.3, Support).

5.4.6 View a Sent Order

ATOMS 2000 also allows the user to view an Order that has already been sent. This might be used to match TOs received against when they were ordered.

To view a sent Order, follow these steps:

- 1) From the splash screen, select **ORDER, View Order**. The Open a File window appears, displaying the *TPR* and *SNT* files that exist in the Order directory entered on the Preferences window.
- 2) Select one of the *SNT* files listed and **Open**. The View Order window appears (Figure 5-4).
- 3) If desired, click the **Print** button to print the Order to the default printer.
- 4) When finished viewing and/or printing the Order, select **Close** (or **Esc**). The View Order window disappears, and the splash screen reappears.

5.4.7 Change a Transaction Status

When the user receives a reject notice or some other status for a particular Transaction, the Transaction Status can (and should be) changed. The list containing each Transaction Status can be viewed and modified if the appropriate Transaction Status is not available (see sub-Paragraph 4.9.5, Transaction Status).

To change the status of a Transaction, follow these steps:

- 1) From the splash screen, select **ORDER, Transactions by X**. The View Transaction By X window appears, displaying all the Transaction records.

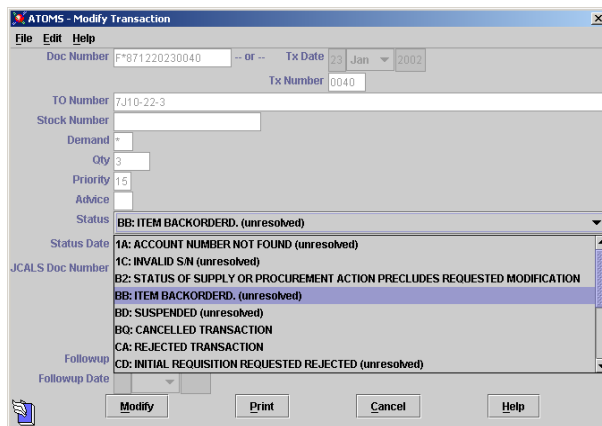


Figure 5-5. Entering a Transaction Status

day and the year in the text box before and after the month respectively. The JCALS Document Number is usually listed on a Status Notification message.

NOTE

For exclusive keyboard users, the Transaction Status Date, like most date fields in ATOMS 2000, can be entered by typing in the date, **Tabbing** to the month field and typing the initial letter of the month, and then **Tabbing** to the year to type in its 4 digits. For months whose initial letters are the same, multiple keystrokes cycle through—for instance, while in the month field, typing a **J** selects **Jan** as the month; a subsequent **J** selects **Jun**; a third **J** selects **Jul**; and a fourth **J** would recycle back to **Jan**.

- 5) Select **Modify**. The Modify Transaction window disappears, displaying the updated Edit Transaction window.
- 6) Select **Close** (or press **ESC**) when all desired Transactions have been modified. The Edit Transaction window disappears, displaying the splash screen again.

The Status on a Transaction record can be changed as often as necessary.

Transactions that have a Resolved Transaction code (see Paragraph 4.9.5, Transaction Status) can be purged from the database (see Paragraph 4.5.7, Purge). Resolved Transactions are those that are “done”—that is, either the TOs have arrived, or they are never going to arrive. Cancelled Transactions are Resolved. The classic example of an unresolved Transaction status is “backordered.”

5.4.8 Create a Follow-Up Transaction

To follow up on a Transaction, follow these steps:

- 1) From the splash screen, select **Order, Follow-Up/Cancel**. The Follow-Up/Cancel window appears (Figure 5-6).
- 2) **Browse by Tx** (Transaction) or **Browse by TO** for the appropriate Transaction(s) from the Pick Open Transaction window that ap-

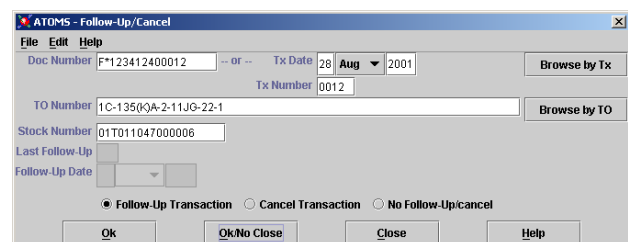


Figure 5-6. Follow-Up Window

pears. Highlight it and click **Pick**.

- 3) After the information appears, click the **Follow-Up** radio button.
- 4) Click on the **Ok** button. If the Transaction is less than 60 days old (according to current TODO policy), a message appears informing the user of such (Figure 5-7). To continue, click **OK** (or **Cancel** to abort). The **Follow-Up** window disappears, displaying the splash screen again. NOTE: if more than one Follow-Up is to be done at the same time, click **Ok/No Close**. The **Follow-Up/Cancel** window clears. Repeat, starting at step 2.
- 5) Follow the **View a Transaction** procedure in Paragraph 5.4.3, to see that the Transaction has an “f” in the Follow-Up field (Figure 5-8).
- 6) For the Follow-Up to become “official,” an Order must be built. Follow the procedures in Paragraph 5.4.2, **Build an Order**. The next time one of the **Transaction** windows is viewed, the Follow-Up Date field is filled with the date the Order was built (Figure 5-9). In the TPR file created, the Transaction line starts with the Follow-Up code of **ATD** (Figure 5-10).



Figure 5-7. Wait 60 Days Message

Document Number	TO Number	Stock Number	De	Qty	Priority/Advice	Status	Date	Filled	Clos	Follo	Follow-up Date
F123412400003 (24)	TC-135A-BWC-30	01T041299000006	N	1	15						
F123412400004 (28)	TC-1350A-2-11-J0-10	01T011027000006	N	2	15	BD	16 Oct 2001				
F123412400006 (28)	TC-1350A-2-11-J0-10-1	01T011028000006	N	2	15	BD	10 Jan 2002				
F123412400008 (28)	TC-1350A-2-11-J0-2	01T011041000006	N	2	15					f	
F123412400012 (28)	TC-1350A-2-11-J0-22-1	01T011047000006	N	2	15						
F123412400014 (28)	TC-1350A-2-11-J0-22-2	01T011048000006	N	2	15						
F123412400018 (28)	TC-1350A-2-11-J0-26-2	01T011058000006	N	2	15						
F123412400034 (28)	TC-1350A-2-11-J0-9	01T011074000006	N	2	15						
F123412400038 (28)	TC-1350A-2-8-J0-1	01T011267000006	N	2	15						

Figure 5-8. Transaction Marked for a Follow-Up

5.4.8.1 Unmarking a Follow-Up

If a Transaction is marked for Follow-Up incorrectly, it can be changed—but *only before the next Order is built*. Once an Order is built, ATOMS 2000 assumes the Follow-Up was intended and “sets it in stone.”

To “un-mark” a Transaction marked for Follow-Up, follow these steps:

- 1) From the splash screen, select **Order, Follow-Up/Cancel**. The **Follow-Up/Cancel** window appears (Figure 5-6).
- 2) **Browse by Tx** (Transaction) or **Browse by TO** for the appropriate Transaction from the **Pick Open Transaction** window that appears—the lower case “f” should be visible in the Follow-Up field, with no date in the Follow-Up Date field. Highlight it and click **Pick**.
- 3) After the information appears in the **Follow-Up/Cancel** window, click the **No Follow-Up/Cancel** radio button.
- 4) Click on the **Ok** button. The **Follow-Up** window disappears, displaying the splash screen again.
- 5) Follow the **View a Transaction** procedure in Paragraph 5.4.3, to see that the “f” in the Follow-Up field for that Transaction has disappeared.

Document Number	TO Number	Stock Number	De	Qty	Priority/Advice	Status	Date	Filled	Clos	Follo	Follow-up Date
F123412400003 (24)	TC-135A-BWC-30	01T041299000006	N	1	15						
F123412400004 (28)	TC-1350A-2-11-J0-10	01T011027000006	N	2	15	BD	16 Oct 2001				
F123412400006 (28)	TC-1350A-2-11-J0-10-1	01T011028000006	N	2	15	BD	10 Jan 2002				
F123412400008 (28)	TC-1350A-2-11-J0-2	01T011041000006	N	2	15					f	30 Jan 2002
F123412400012 (28)	TC-1350A-2-11-J0-22-1	01T011047000006	N	2	15						
F123412400014 (28)	TC-1350A-2-11-J0-22-2	01T011048000006	N	2	15						
F123412400018 (28)	TC-1350A-2-11-J0-26-2	01T011058000006	N	2	15						
F123412400034 (28)	TC-1350A-2-11-J0-9	01T011074000006	N	2	15						
F123412400038 (28)	TC-1350A-2-8-J0-1	01T011267000006	N	2	15						

Figure 5-9. Follow-Up Dated After Order Is Built

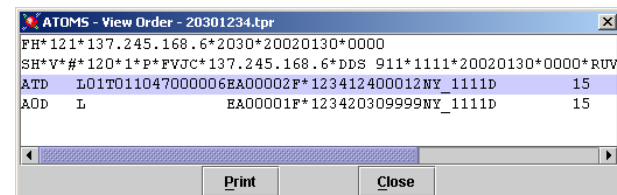


Figure 5-10. TPR File with ATD (Follow-Up) Code

5.4.9 Cancel a Transaction

If a TO or Increment was ordered as part of a one-time requisition (Demand is N), has been placed on back-order, and is no longer needed, the user can cancel the original Transaction using ATOMS 2000. The procedure is nearly identical to the Follow-Up process described in the Paragraph 5.4.8.

To cancel a Transaction, follow these steps:

- 1) From the splash screen, select **Order, Follow-Up/Cancel**. The Follow-Up/Cancel window appears (Figure 5-6).
- 2) **Browse by Tx** (Transaction) or **Browse by TO** for the appropriate Transaction(s) from the Pick Open Transaction window that appears. Highlight it and click **Pick**.
- 3) After the information appears in the Follow-Up/Cancel window, click the **Cancel** radio button.
- 4) Click on the **Ok** button. If the Status Code is blank, a message appears reminding the user that TODO policy requires a Status Code on a Transaction before it can be cancelled (Figure 5-11). Click **Yes** to proceed or **No** to abort.
- 5) The Follow-Up window disappears, displaying the splash screen again. Note: if more than one Cancel is to be done at the same time, click **Ok/No Close**. The Follow-Up/Cancel window clears. Repeat, starting at step 2.
- 6) Follow the View a Transaction procedure in Paragraph 5.4.3, to see that the Transaction has a "c" in the Follow-Up field.
- 7) For the Cancel to become "official," an Order must be built. Follow the procedures in Paragraph 5.4.2, Build an Order. The next time one of the Transaction windows is viewed, the Follow-Up Date field is filled with the date the Order was built. In the TPR file created, the Transaction line starts with the Cancel code of **AC1**.

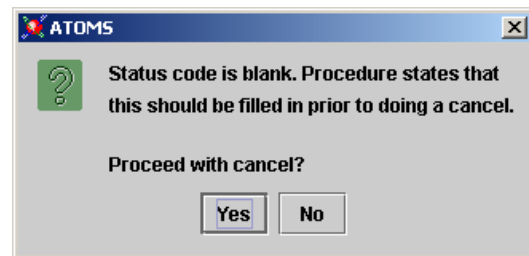


Figure 5-11. Blank Status Code

5.4.9.1 Unmarking a Cancel

If a Transaction is marked for being canceled incorrectly, it can be changed—*before the next Order is built*. Once an Order is built, ATOMS 2000 assumes the Cancel was intended and “sets it in stone.”

To “un-mark” a Transaction marked for being canceled, follow these steps:

- 1) From the splash screen, select **Order, Follow-Up/Cancel**. The Follow-Up/Cancel window appears (Figure 5-6).
- 2) **Browse by Tx** (Transaction) or **Browse by TO** for the appropriate Transaction from the Pick Open Transaction window that appears—the lower case “c” should be visible in the Follow-Up field, with no date in the Follow-Up Date field. Highlight it and click **Pick**.
- 3) After the information appears in the Follow-Up/Cancel window, click the **No Follow-Up/Cancel** radio button.
- 4) Click on the **Ok** button. The Follow-Up window disappears, displaying the splash screen again.
- 5) Follow the View a Transaction procedure in Paragraph 5.4.3, to see that the “c” in the Follow-Up field for that Transaction has disappeared.

5.4.10 Re-Submit a Transaction

There are times when a TODO might want to re-submit an ID Transaction, to confirm to Tinker/JCALs what is in the ATOMS database. To re-submit a Transaction, follow these steps:

- 1) From the splash screen, select **Order, Re-Submit**. The Re-Submit window appears (Fig. 5-12).

- 2) **Browse** for the Transaction from either Pick Transaction window. Highlight the Transaction(s) and click **Pick**.

NOTE

Whether **Browse by Doc Num** or **Browse by TO** is used, all active Transactions are listed, just sorted differently. More than one Transaction can be selected at one time, using standard Windows selection techniques (**Control+click** and/or **Shift+click**).

- 3) After the Pick Transaction window disappears, all selected Document Numbers appear in the Re-Submit window. Click on the **Ok** button. The Re-Submit window disappears, displaying the splash screen again.
- 4) Follow the procedure View a Need Record, Paragraph 5.3.4, to see that the Document Number fields are blank.

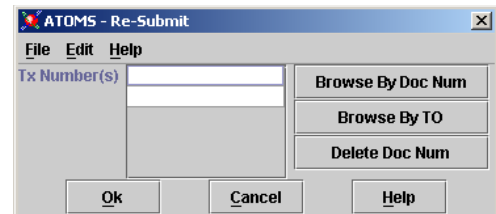


Figure 5-12. Re-Submit Window

NOTE

When resubmitted, the Document Number field for the Transaction and its corresponding Need(s) is blanked. The next time an Order is built, ATOMS finds the “new” (blank) Need, and automatically adds it to the Order being built.

5.4.11 Order Miscellany

5.4.11.1 Short-Cuts and Automatic Fill-Ins

The *TPR* file and filename is created automatically by ATOMS. When a second Order file is created on the same day, the default filename is automatically changed to avoid duplication of names.

When an Order is built, ATOMS automatically opens the Send Order window (if the box is checked on the Preferences window). The assumption is that a built Order will want to be sent, which may not be a correct assumption (Likewise, canceling the Send Order does NOT “un-build” the Order).

When an Order (*TPR*) file is sent, ATOMS automatically changes the extension of the file from *TPR* to *SNT*.

When a Follow-Up or a Cancel is made to a Transaction and the next Order is built, ATOMS scans all open Transactions marked with an “f” (for Follow-Up) or “c” (for Cancel), includes them in the *TPR* Order file, and automatically enters the current date in the Follow-Up Date field.

When a Re-Submit function is enacted, ATOMS automatically blanks out the Document Number field of all the Needs associated with the selected Transaction. The next time an Order is built, the blank Document Number field, an indication of a “new” Need, is the cue for ATOMS to add the “new Need” to the Order automatically.

5.4.11.2 Icon

The icon that appears in the lower left corner of the Orders/Transaction window(s) is the image of a book with wings, as shown in Figure 5-13.

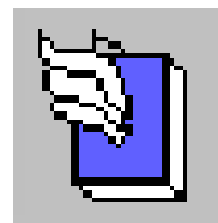


Figure 5-13. Order/Transaction Icon

5.5 RECEIPTS AND DISTRIBUTION

5.5.1 General

One of the tasks of a TODO is to record the receipt of documents that are sent as the result of the ordering process. A subsequent, related task involves the distribution of the received documents to the appropriate Sub-Account(s). So closely related are these operations that ATOMS does not allow the recording of receipts to be done without doing the distribution immediately afterwards.

The fields on the Record Receipt window are the same as those listed on a Transaction, many of which are included on the Distribution window. All are described here:

- **Document Number** – a 13-character number created by ATOMS to differentiate among ordered documents; the first six characters are the JCALS TM Account Code, the next character is the last digit of the current year, the next three are the Julian date of the year, and the last four are sequentially assigned by ATOMS, starting with “0001” each *day* (not each Order);
- **Tx (Transaction) Date** – the date an Order was sent;
- **Tx (Transaction) Number** – the last four digits of the Document Number, sequentially assigned by ATOMS, starting with “0001” each *day* (not each Order);
- **TO Number** – a unique number, assigned by USAF specification, for each TO;
- **Stock Number** – a unique number for any TO or TO increment, usually included on the shipping label of the document;
- **Demand** – MILSTRIP code for type of demand made—“N” is for non-recurring demands (replacements, shortages, or additions), and “*” is for ID demands (with Requisition); an ID demand with Requisition creates both an “N” and an “*” Transaction;
- **Tx (Transaction) Qty** – the quantity requested by the user on the particular Transaction, summing all ID demands (with or without Requisition) or all one-time requests of all Sub-Accounts’ Needs;
- **Received Date** – date when the Order was received; defaults to current date;
- **Qty Received** – the number of copies of the particular Increment(s) received;

These are the fields that appear on the Distribution window:

- **Sub-Acct** – contains the list of all Sub-Account numbers on the current requisition for the Increment received;
- **This Req** – the number of copies of the increment for the Sub-Account on this requisition; appears only if the Transaction is a one-time (Demand is N) requisition;
- **ID** – the number of copies of this TO that the Sub-Account requires on a regular basis;
- **Add** – the number of copies of the Increment the Sub-Account has requested on one-time additional requisitions, but not including shortages or replacements; appears only if one-time additional requisitions exist;
- **On-hand** – the number of copies of the Increment the Sub-Account has currently available;
- **On-order** – the number of copies of the Increment the Sub-Account has on outstanding one-time requisitions *besides the one currently being distributed*;
- **Give** – the number of copies of the Increment given to that Sub-Account; the only editable field on the Distribution window.

The following paragraphs describe the procedures for employing both the Record Receipt and the Distribution processes in ATOMS 2000.

5.5.2 Record Receipt and Distribution

When the user receives an Increment, follow these steps to record the receipt and distribution of it:

- 1) From the splash screen, select **Receipt**, **Record receipt** (or click the **Record Receipt** button). The **Record Receipt** window appears (Figure 5-14).
- 2) **Browse by Tx** or **Browse by TO** and **Pick** the appropriate Transaction or TO from the **Pick Open Transaction** window. The **Pick Open Transaction** window disappears, and the text boxes on the top half of the **Record Receipt** window are automatically filled.

Figure 5-14. Record Receipt Window

NOTE

Which button to select—**Browse by Tx** or **Browse by TO**—depends on what is known about the Increment received. If it is in response to a recent Transaction or if the date the Order was sent is known, the user should select **Browse by Tx**; if not, the user should select **Browse by TO**.

If the **Browse by TO** Button is used and more than one Transaction for the same TO appears, the user should select the one that most appropriately fits the Increment that was received. For example, a one-time (Demand of N) should be selected here to close the Transaction; selecting an ID Transaction (Demand of *) is allowed, but then the one-time Transaction stays open forever.

- 3) Click the **Browse Increment** button. The list of Increments for the selected TO appears.
- 4) If the Increment that was received is not on the list displayed, click **Add** and follow the instructions in Paragraph 4.4.3, **Add a TO Increment**, steps 5 through 9.
- 5) Highlight the Increment on the list. Click the **Pick** button—the **TO Increments** window disappears, and the Stock Number for the Increment appears on the **Record Receipt** window.

Figure 5-15. Recording Receipt of More Than One Increment

- 6) If more than one Increment for the same TO was received at the same time and in the same quantity, repeat this procedure, starting at step 3 (see Figure 5-15).
- 7) The Demand and Tx Quantity fields are displayed but inactive (they cannot be changed here, as they were part of the Transaction for this TO). The Received Date defaults to the current date—if incorrect, modify it to the correct date the shipment was received.

- 8) Enter the Quantity Received in the appropriate place.

NOTE

The Quantity Received is exactly that—how many copies of the Increment(s) were received by the TODO (if different numbers of different Increments were received, the Increments must be recorded separately). The distribution process (which Sub-Accounts gets how many copies) follows.

- 9) Select **Ok**. The Record Receipt window disappears, replaced by the Distribution window (Figure 5-16). Notice the TO Number, the Stock Number(s) of the Increments received, and the Document Number of the Transaction.
- 10) Any Sub-Account that has an ID or one-time Requisition for this TO is listed in the white grid, along with the Sub-Account's ID, On-Hand, and On Order Quantities listed. If the Qty Received (on the Record Receipt window in step 8) and the sum of the quantities required by all Sub-Accounts are equal, ATOMS automatically fills in the quantities in the Give field, and the Received and Allocated numbers below the grid are identical (4 in this example); if they are not equal, see Paragraph 5.5.2.1, Receiving a Partial Shipment below).
- 11) Disregard the Shortage Handling option (it defaults to **Ignore/wait**). Select **Ok**. The Distribute window disappears, the splash screen reappears, the On-hand record for the TO has the Last Change Date field updated, and the Needs record for the TO has the Last Receipt Date and Qty Received fields filled automatically.
- 12) If desired, run a Distribution Report for the TOs just distributed (see Distribution Report, Paragraph 5.6.10).

5.5.2.1 Receiving a Partial Shipment

In this example, an incomplete or partial shipment is received (3 copies were received, although the total ID quantity is 4—see Figure 5-17). Follow these steps to record the receipt and distribute the Increments:

- 1) Follow the procedure outlined in Paragraph 5.5.2, Record Receipt and Distribution, steps 1 through 8.

Sub-Acco...	ID	On-Hand	Other Ord...	Give
26	1	0	0	1
44	2	0	0	2
52	1	0	0	1

Figure 5-16. Distribution Window

Figure 5-17. Recording the Receipt of a Partial Shipment

Sub-Acco...	ID	On-Hand	Other Ord...	Give
26	1	0	0	0
44	2	0	0	0
52	1	0	0	0

Figure 5-18. Distribution Window

- 2) Select **Ok**. The Record Receipt window disappears, replaced by the Distribution window (Figure 5-18). Note that all fields, both in the grid and above it are identical as before, except that the Give column contains zeros, and below the grid the display reads "Received: 3 Allocated: 0."
- 3) Click into the Give column for a particular Sub-Account and type in the number to distribute to that Sub-Account. The edit functions in the Give field are peculiar, so take special care to enter the correct value (it may be necessary to use the **Backspace** key).
- 4) Continue clicking into the Give columns and entering values until the Received and Allocated numbers below the grid are identical (3 in this example—see Figure 5-19). The window does not update until another field is clicked.
- 5) Decide which Shortage Handling option is desired: **Ignore/wait** if the missing books are expected to arrive shortly; **Create a requisition** to create a one-time shortage Need to be included in the next Order built; **Adjust ID** if the Sub-Account's ID for the TO ought to be reduced (which creates an ID Need to be included in the next Order built, with the ID total reduced by the shorted quantity).

Sub-Acco...	ID	On-Hand	Other Ord...	Give
26	1	0	0	1
44	2	0	0	1
52	1	0	0	1

Received: 3 Allocated: 3

Shortage Handling

☐ Ignore/wait
☒ Create a requisition
☐ Adjust ID

Best Guess

Reset

Ok Cancel Help

Figure 5-19. Requisitioning a Shortage

NOTE

In this example, Sub-Account 44 was given just one copy of Changes 7 and 8 (the ID quantity is 2). **Create a requisition** was selected as the Shortage Handling, so a one-time (Demand is N) Need is created for Sub-Account 44, requesting one copy of both Changes. If **Adjust ID** were selected instead, an ID Need for Sub-Account 44 would be created automatically with a Quantity of 1 instead of 2.

- 6) Select **Ok**. The Distribution window disappears, the splash screen reappears, the Last Change Date in the On-hand record for the TO is updated, and the Need record has the Last Receipt Date and Qty Received filled automatically. The appropriate shortage handling Need is created, if necessary.

5.5.2.2 Best Guess

In the preceding example, an incomplete or partial shipment was received (3 copies were received, although the total ID quantity was 4). This was not a difficult situation for the user to edit the Give quantities to distribute the 3 copies among the 3 Sub-Accounts.

For users with several Sub-Accounts, however, editing each Give field with any number may be a tedious process. For that reason, ATOMS 2000 has a **Best Guess** button on the Distribution window. When this feature is used, the program attempts to distribute the received TOs as equitably as possible among all the Sub-Accounts, according to how many copies each Sub-Account needs.

To demonstrate the savings in time for the user, imagine having 120 Sub-Accounts, each on ID for one copy of a particular TO. A shipment of 110 copies of the latest Increment arrives, and after recording the receipt of them (Qty is 110), the Distribution window appears. The user must then enter a 1 in 110 of the Sub-Accounts' Give fields.

If the user clicks the **Best Guess** button instead, however, the first 110 Sub-Accounts are each given 1, which is reflected in the Give field. Even if the 10 Sub-Accounts who did not get 1 distributed to

them each were to get one, that would be twenty edits in the Give field (changing ten from **0** to **1** and changing ten from **1** to **0**) instead of the 110 edits it would be without the **Best Guess** functionality.

If the user decides that the **Best Guess** is not very good and would rather have all the Give quantities equal to zero again, clicking the **Reset** button on the Distribution window does that.

5.5.2.3 More Than One Open Transaction

When recording the receipt of TO Increments, there is often a choice between selecting an ID transaction and a one-time Transaction.

The following gives an example of how and explains why to choose one Transaction over another:

- 1) From the splash screen, select **Receipt**, **Record receipt** (or click the **Record Receipt** button). The **Record Receipt** window appears (Figure 5-15).
- 2) Click the **Browse by TO** button. The **Pick Open Transaction by TO** window appears (Figure 5-20).
- 3) Click the **Find** button. Type in the TO Number (**10J-1-4**) received. The list scrolls so that the TO is displayed, usually in line 2—and in this case, also in line 3 (Figure 5-21).
- 4) Notice the Transactions: the first was created (an Order built and assumed sent) on 14 May 2001, and it is an ID Transaction (designated by the * in the Demand field); the second was a one-time (N demand) Requisition created on 11 Dec 2000 specifically for Change 1 (the Stock Number's last four digits are 0001, indicating the Change for the TO).
- 5) If just Change 1 was received, highlight the "N" Transaction on the list and **Pick** it. If the entire TO or another Increment (such as Change 2) was received, select the "*" Transaction and **Pick** it. Again, sometimes the Document Number is printed on the shipping label—if there is a match between that Document Number and one in the database, select and **Pick** that Transaction.

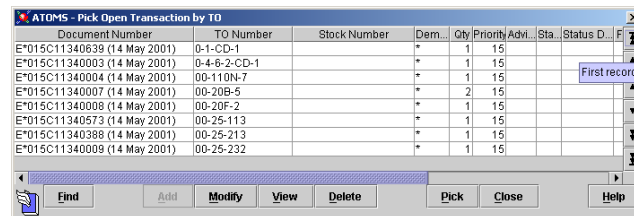


Figure 5-20. Pick Open Transaction by TO

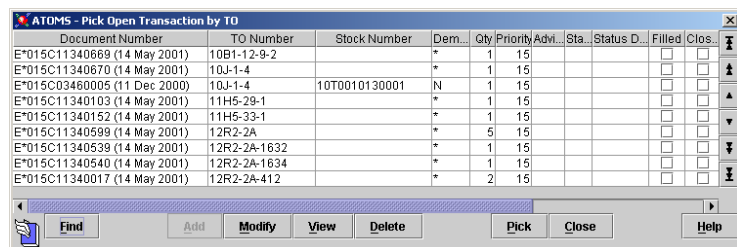


Figure 5-21. Two Open Transactions for TO 10J-1-4

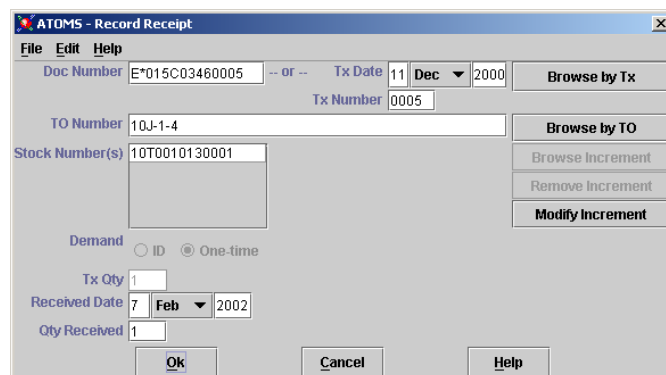


Figure 5-22. Only Change 1 of TO 10J-1-4 Received

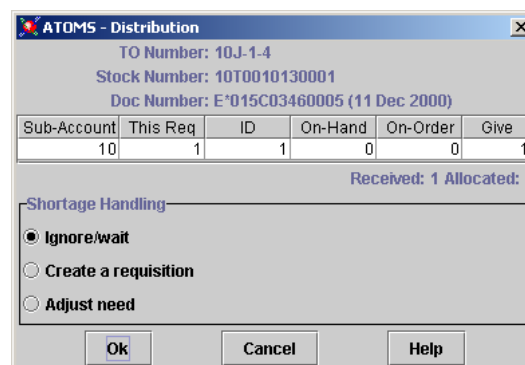


Figure 5-23. Distribution of Change 1 of TO 10J-1-4

- 6) The Pick Open Transaction window disappears. Follow the standard process in Paragraph 5.5.2, Record Receipt, beginning with step 7.

Figure 5-22 shows the Record Receipt window for receiving just Change 1; Figure 5-23 shows the subsequent Distribution window—notice the slight difference with the This Req column, which only appears on one-time requisitions.

5.5.2.4 No Open Transaction

There must be an open Transaction against which to record the receipt of TO Increments as they are received. Sometimes, due to a variety of reasons, the TODO may receive a TO Increment and have no corresponding open Transaction in ATOMS 2000.

NOTE

The assumption here is that the TODO should have received the TO Increment—that is, Tinker/JCALs has a record of the TODO having ordered it, but the corresponding record in ATOMS does not exist. For the case in which a TO Increment is received “outside” of the normal ordering process, see Paragraph 5.5.3, Stock Action.

TO Number	Stock Number	Sub...	Document Number	Dem...	Dem...	Qty	Conf...	Clos...	Qty Re...	Last Receipt D...
35E7-2-11-21		6		*	a	1	<input type="checkbox"/>	<input type="checkbox"/>	0	
38G1-90-1		6		*	a	1	<input type="checkbox"/>	<input type="checkbox"/>	0	
00-25-255-1		7		*	a	1	<input type="checkbox"/>	<input type="checkbox"/>	0	
38G1-112-3	38T000049000006	6	E*015C43331001 (29 Nov 1994)	N	s	1	<input type="checkbox"/>	<input type="checkbox"/>	0	
35D5-5-7-1	35T004528000006	26	E*015C71021002 (12 Apr 1997)	N	s	1	<input type="checkbox"/>	<input type="checkbox"/>	0	
33A2-2-63-4	33T007957000006	6	E*015C71021003 (12 Apr 1997)	N	s	1	<input type="checkbox"/>	<input type="checkbox"/>	0	
35AA2-3-7-4	35T000642000006	6	E*015C71021008 (12 Apr 1997)	N	s	1	<input type="checkbox"/>	<input type="checkbox"/>	0	
37A19-2-3	37T000065000006	8	E*015C71717016 (20 Jun 1997)	N	s	1	<input type="checkbox"/>	<input type="checkbox"/>	1	24 Jul 1997
14P3-5-61	14T000240000006	10	E*015C73637023 (29 Dec 1997)	N	s	2	<input type="checkbox"/>	<input type="checkbox"/>	0	

Figure 5-24. Needs Not Yet Incorporated into an Order (Blank Document Numbers)

The solution to this dilemma is to “fool” the ATOMS database by creating a Transaction for the TO after its receipt. The database allows this, as long as the TODO does not care about the Document Number (date) of the Transaction. To do so, follow these steps:

- 1) From the splash screen, select **Utilities, Re-Index**. Click **OK** when finished.
- 2) Back up the files (see Paragraph 4.5.3, Back-Up). These two steps are done in case something goes wrong—the user can then Restore (Paragraph 4.5.4) the data to the way it is at this point.
- 3) From the splash screen, select **Order, Needs by Doc Num** (Figure 5-24).

NOTE

It is *IMPERATIVE* that this is the Needs sorted by Document Number, not by TO or Sub-Account.

- 4) If there are any Need records at the top of this list with blank Document Numbers, they have not yet been included in an Order. Follow the procedure in Paragraph 5.4.2, Build an Order, so that these “real” Needs are included in an Order and sent. Repeat this process, starting at step 1.
- 5) When there are no Needs with blank Document Numbers, close the Edit Need, Ordered by Document Number window. From the splash screen, click the **Add Need** button. The Add Need window appears (see Figure 5-25).

- 6) Follow the procedure in Paragraph 5.3.3, Create a Need Record, using the received Increment's TO Number (in the pictures shown for this example, 00-20-7).
- 7) Type in, or **Browse/Pick**, the Sub-Account who needs the TO (in this example, Sub-Account 8).
- 8) Select **ID only** as the Demand type.
- 9) Type in the Quantity received or that Tinker/JCALs has on record for that TO (in this example, the Quantity is 2).
- 10) Click the **Add** button. The Add Need window disappears.
- 11) From the splash screen, select **Order, Needs by Doc Num** (Figure 5-26). Note that the new Need is located at the top of the Edit Need, Ordered by Document Number window for TO 00-20-7, Sub-Account 8, ID only (Demand is *), for a Quantity of 2. No Document Number is in the record, because this Need has not yet been incorporated into an Order.
- 12) Highlight the new Need. Then click the **Transactions** button—the Edit TX of Needs window appears. Notice that there is no Transaction associated (yet) with that new Need (Figure 5-26).
- 13) **Close** the Edit Need, Ordered by Document Number window (the Edit TX of Needs window disappears also).
- 14) **Build** the Order (Paragraph 5.4.2). The Document Number is filled in, the related Transaction is recorded, and the TPR file is made.
- 15) Select Order, Needs by Doc Num again; go to the last record in the list to confirm that the Need is now incorporated into an Order (and a related Transaction also now exists—see Figure 5-27).
- 16) Use Windows Explorer to find

Figure 5-25. Add Need Window for Already-Received TO

TO Number	Stock Number	Sub-Account	Document Number	Dem.	Dem.	Qty	Conf.	Clos.	Qty Re.	Last Receipt D...
00-20-7		8		*		2			0	
38G1-112-3	38T00049000006		6 E*015C43331001 (29 Nov 1994)	N	s	1			0	
35D5-5-7-1	35T004528000006		26 E*015C71021002 (12 Apr 1997)	N	s	1			0	
33A2-2-63-4	33T007957000006		6 E*015C71021003 (12 Apr 1997)	N	s	1			0	
35AA2-3-7-4	35T000642000006		6 E*015C71021008 (12 Apr 1997)	N	s	1			0	
37A19-2-3	37T000065000006		8 E*015C71717016 (20 Jun 1997)	N	s	1			1	24 Jul 1997
14P3-5-61	14T000240000006		10 E*015C73637023 (29 Dec 1997)	N	s	2			0	
36A12-12-14-1	36T000666000006		35 E*015C83031005 (30 Oct 1998)	N	s	1			0	
36A12-23-19-501	BOGUS20280000		35 E*015C90561001 (25 Feb 1999)	N	s	1			0	
36A12-23-19-501	BOGUS20290000		35 E*015C91750006 (24 Jun 1999)	N	s	1			0	

Figure 5-26. New Need Added, No Corresponding Transaction

TO Number	Stock Number	Sub-Account	Document Number	Dem.	Dem.	Qty	Conf.	Clos.	Qty Re.	Last Receipt D...
37A-1-101			4 E*015C13380027 (4 Dec 2001)	N	r	1			0	
35C2-3-444-1			4 E*015C13380028 (4 Dec 2001)	N	a	2			0	
35C2-3-444-4			4 E*015C13380029 (4 Dec 2001)	N	a	2			0	
35C2-3-444-2			4 E*015C13380030 (4 Dec 2001)	N	a	1			0	
35E8-2-8-1			4 E*015C13380031 (4 Dec 2001)	N	a	1			0	
35E8-2-10-3			4 E*015C13380032 (4 Dec 2001)	N	a	4			0	
35E8-2-10-4			4 E*015C13380033 (4 Dec 2001)	N	a	3			0	
35C2-3-444-2			4 E*015C13380034 (4 Dec 2001)	N	r	2			0	
35E8-2-10-4			4 E*015C13380035 (4 Dec 2001)	N	r	1			0	
00-20-7			8 E*015C20380001 (7 Feb 2002)	*		2			0	

Figure 5-27. New, Open Transaction

and delete the new *TPR* file created by this process, since it need never be sent.

NOTE

Because the Need is a “repeat” of what the user is on ID for, sending it “again” only confirms what is already in JCALS. Steps 3 and 4 can be omitted from this procedure, and step 16 can be replaced with the normal Send Order procedure (Paragraph 5.4.5).

- 17) Follow the standard **Record Receipt** procedure (Paragraph 5.5.2), using the **Browse by TX** button—the new Transaction is the last one in the list (the latest one created).

This seems to be a lengthy process, but probably ought to be, considering it combines the three major processes of **Add Need**, **Build Order**, and **Record Receipt**.

5.5.3 Stock Action

Whenever a change occurs in the TODO's inventory of documents *other than receiving TOs in response to a one-time or ID requisition*, a Stock Action is taken by the user to reconcile the records of on-hand quantities with the actual quantities of the documents (for example, books might be lost or damaged, borrowed from another organization, or received with equipment). In other words, the Stock Action process is used to reconcile the ATOMS database with the reality of the organization's inventory.

To reconcile any discrepancy, follow these steps:

- 1) From the splash screen, select **Receipt**, **Stock Action** (or click the **Stock Action** button). The **Stock Action** window appears (Figure 5-28).
- 2) Select the type of stock action (**Receive**, **Transfer**, or **Destroy**) to be taken by clicking the appropriate radio button.

NOTE

If the type of action taken is **Receive**, the Sub-Account From text box and the Requisition radio button disappears; if **Destroy**, the Sub-Account To text box disappears. Only when the action is a **Transfer** are all fields available.

- 3) Fill in the Sub-Account To, the Sub-Account From, the TO Number, and/or the Stock Number(s) as appropriate by typing them into the text boxes or, preferably, by using the **Browse** and **Pick** functions for each field.

Figure 5-28. Stock Action Window

NOTE

When a TO Number is entered, the Stock Numbers of all currently-active Increments are automatically filled in, on the assumption that *current, complete books* have been Transferred, Received, or Destroyed—if the Complete Set box is checked (☑).

- 4) Enter the **Quantity** that was received, transferred, or destroyed.
- 5) Select the type of **Balancing Action** by clicking the appropriate radio button.
- 6) Select **Ok**. The appropriate adjustments will be made to the on-hand quantities.

NOTE

If **Requisition**, **Adjust ID**, or **Adjust Additional** was selected as the Balancing Action, a new Need is created that will be included the next time an Order is built.

5.5.3.1 Receive Stock Action

In this example, copies of a TO (33AA7-74-1) arrived as part of three packages containing test equipment. Since the TO was not ordered using the normal TO process, a Stock Action is used.

These are the steps the TODO followed to add the TO to the ATOMS database:

- 1) From the splash screen, select **Receipt**, **Stock Action** (or click the **Stock Action** button). The **Stock Action** window appears (Figure 5-28).
- 2) Click **Receive** as the type of stock action to be taken.
- 3) Fill in the Sub-Account To field with the number of the Sub-Account (14) who gets the TO.
- 4) Click the **Browse** button for the TO. In some cases, the TO may not be in the database—follow the **Add a TO** procedure as described in Paragraph 4.4.2. If known and/or desired, add the Increments for the TO by following the procedure described in Paragraph 4.4.3, **Add a TO Incre-**

Figure 5-29. Stock Action, Receive 3 Copies of 33AA7-74-1, Adjust ID

TO Number	Stock Number	Sub-...	Document Number	Dem...	De...	Qty	Col
33AA7-74-1		14		*		3	
38G1-112-3	38T000049000006	6	E*015C43331001 (29 Nov 1994)	N	s	1	
35D5-5-7-1	35T004528000006	26	E*015C71021002 (12 Apr 1997)	N	s	1	
33A2-2-63-4	33T007957000006	6	E*015C71021003 (12 Apr 1997)	N	s	1	
35AA2-3-7-4	35T000642000006	6	E*015C71021008 (12 Apr 1997)	N	s	1	
37A19-2-3	37T000065000006	8	E*015C71717016 (20 Jun 1997)	N	s	1	
14P3-5-61	14T000240000006	10	E*015C73637023 (29 Dec 1997)	N	s	2	
36A12-12-14-1	36T000666000006	35	E*015C83031005 (30 Oct 1998)	N	s	1	

Figure 5-30. ID Need for 3 Copies of 33AA7-74-1, Sub-Account 14

ment. **Close** the Edit TO Increments window.

- 5) Highlight the TO on the Pick TO window and click the **Pick** button. The TO Number appears on the Stock Action window in the TO field.
- 6) Change the Stock Action Date field, if desired (it defaults to the current day).
- 7) All Increments for the TO are listed in the white grid, with their on-hand quantities for the Sub-Account selected. If the TO received by the TODO contained all the Increments listed, leave the Complete set box checked (☒); if not, select the Increments not received and click the **Remove Increments** button; or if only a few Increments were received, uncheck (☐) the Complete set box, click **Browse Increments**, and highlight and **Pick** the one(s) received.

NOTE

If the Increment is already in the database and the Stock Number is known, just typing in the Stock Number on the Stock Action window will automatically fill in the TO Number.

- 8) When all the appropriate Increments are listed, enter the **Quantity** that was received (Figure 5-29 shows the Quantity 3 for the three copies received).
- 9) Select the type of Balancing Action:
 - if no updates to the Needs for this TO are wanted and the Sub-Account is not already on ID for it, select **Do Nothing**;
 - if updates to the Needs for this TO are desired, select **Adjust ID**, and a new ID Need for this TO is created for Sub-Account 14, to be incorporated into the next Order built;
 - if Sub-Account 14 is already on ID for this TO, and this book is an additional one—that is, more than its ID quantity; select **Adjust additional**, and a new Additional Need for this TO is created for Sub-Account 14, and filled (so that the ID quantity and additional add up to the total on-hand quantity).
- 10) Select **Ok**. The appropriate adjustments are made to the on-hand quantities, and any necessary Need records are created.

In this example, an ID Need was made for Sub-Account 14 for three copies of TO 33AA7-74-1, as was seen by selecting **Order, Needs by Doc Num**—it was the top Need in the list, with a blank Document Number (Figure 5-30).

5.5.3.2 Destroy Stock Action

In this example, Sub-Account 6 spilled coffee on her copy of TO 38G1-76-3 one morning. Since the loss of inventory was not part of the normal TO process, Stock Action is used to reconcile the database. These are the steps the TODO followed to account for the loss of the TO:

- 1) A recommended first step is to run the Master TO Report (MTOR) to determine if any Sub-Account has an extra copy of the destroyed TO. Figure 5-31 shows the MTOR for TO 38G1-76-3—only Sub-Account 6 has any on-hand copies of it or is on ID for it.

Sub Acct	TO / Increment	Stock Num	Class	Pub Date	Id Qty	Add Qty	On Hand	On Order	Order St...
6	38G1-76-3		U		1				
6	Basic	38T000178000006	U	1 Nov 1984			1		
6	Supp S-1	38T000178P001	U	15 Jun 1991			1		
6	Change 27	38T0001780027	U	15 Aug 2000			1		

Figure 5-31. MTOR for TO 38G1-76-3

- 2) From the splash screen, select **Receipt, Stock Action** (or click the **Stock Action** button). The Stock Action window appears (Figure 5-28).
- 3) Click **Destroy** as the type of stock action to be taken, since the TO was destroyed.
- 4) Fill in the Sub-Account From field with the number of the Sub-Account (6) who lost the TO.

- 5) Click the **Browse** button for the TO. Highlight the TO on the Pick TO window and click the **Pick** button. The TO Number appears on the Stock Action window in the TO field.
- 6) Change the Stock Action Date field, if desired (it defaults to the current day).
- 7) All Increments for the TO are listed in the white grid, with their on-hand quantities for the Sub-Account selected. If the entire TO was destroyed, leave the Complete set box checked (☒); if not, select the Increments not destroyed and click the **Remove Increments** button; or if only a few Increments were destroyed, uncheck (☐) the Complete set box, click **Browse Increments**, and highlight and **Pick** the one(s) destroyed.

NOTE

TO policy dictates that an individual Change cannot be ordered separately if its Publication Date is more than a certain number of days old—that in those cases, the entire TO must be ordered instead. In most instances like this, the entire TO must be ordered.

- 8) When all the appropriate Increments are listed, enter the **Quantity** that was destroyed (in this example, the only copy, or 1).
- 9) Select the type of Balancing Action (in this example, as is often the case, the **Requisition** option was selected, as shown in Figure 5-32):

- if the TODO wants to record that the TO was destroyed without ordering a replacement or adjusting the ID or additional, select **Do Nothing**;
- if a replacement copy of the TO is desired, select **Requisition**, and a one-time replacement Need for this TO is created for Sub-Account 6, to be incorporated into the next Order built;
- if a Sub-Account 6 no longer wants the TO, select **Adjust ID**, and a new ID Need for this TO is created for Sub-Account 6 with a quantity of zero, to be incorporated into the next Order built (had Sub-Account 6 been on ID for 3, 1 copy was destroyed, and **Adjust ID**, was selected, the new ID Need would be for 2—that is, the old ID quantity less the number destroyed);
- if Sub-Account 6 had had an additional copy of this TO (that is, more than its ID quantity), select **Adjust additional**, and the additional TO for Sub-Account 6 is **Closed** and used to fulfill the ID quantity.

- 10) Select **Ok**. The appropriate adjustments are made to the on-hand quantities, and any necessary Need records are created, and incorporated into the next Order built.

In this example, a one-time replacement (note the “r” in the Demand Reason field) Need was made for Sub-Account 6 for one copy of TO 38G1-76-3, as was seen by selecting **Order, Needs by Doc Num**—it was the top Need in the list, with a blank Document Number (Figure 5-33).

After the Order was built, the MTOR for this TO shows that Sub-Account 6 is still on ID for 1 copy of this TO, and now has the entire TO on order (Figure 5-34).

Stock Number(s)	Stock Num	From On-Hand	From Change Date
	38T000178000006	1	16 May 1989
	38T0001780027	1	19 Oct 2000
	38T000178P001	1	6 Nov 1991

Figure 5-32. Stock Action Destroy

TO Number	Stock Number	Sub...	Document Number	Dem...	De...	Qty	Conf
38G1-76-3		6		N	r	1	<input type="checkbox"/>
38G1-112-3	38T000049000006		6 E*015C43331001 (29 Nov 1994)	N	s	1	<input type="checkbox"/>
35D5-5-7-1	35T004528000006	26	E*015C71021002 (12 Apr 1997)	N	s	1	<input type="checkbox"/>
33A2-2-63-4	33T007957000006	6	E*015C71021003 (12 Apr 1997)	N	s	1	<input type="checkbox"/>
35AA2-3-7-4	35T000642000006	6	E*015C71021008 (12 Apr 1997)	N	s	1	<input type="checkbox"/>

Buttons: Find, Add, Modify, View, Delete, Transactions, Close, Help

Figure 5-33. Requisition Automatically Created

Sub Acct	TO / Increment	Stock Num	Class	Pub Date	Id Qty	Add Qty	On Hand	On Order	Ord...
6	38G1-76-3		U		1			1	
6	Basic	38T000178000006	U	1 Nov 1984					
6	Supp S-1	38T000178P001	U	15 Jun 1991					
6	Change...	38T0001780027	U	15 Aug 2000					

Buttons: Print, Save, Close, Help

Figure 5-34. MTOR, With TO 38G1-76-3 On Order

5.5.3.3 Transfer Stock Action

In this example, Sub-Accounts 31 and 90 are both on ID and have a current, up-to-date copy of TO 00-110A-1, but Sub-Account 31 no longer needs to keep the TO. Rather than destroying it, the TODO transfers the copy to Sub-Account 90. These are the steps the TODO followed to transfer the TO:

- 1) A recommended first step is to run the MTOR to see the current inventory status of the TO. Figure 5-35 shows the MTOR for TO 00-110A-1—both Sub-Accounts are on ID for it and have all current Increments on hand.
- 2) From the splash screen, select **Receipt, Stock Action** (or click the **Stock Action** button). The **Stock Action** window appears (Figure 5-28).
- 3) Click **Transfer** as the type of stock action to be taken.
- 4) Fill in the Sub-Account To and Sub-Account From fields with the numbers of the Sub-Account (90 and 31, respectively) involved in the transfer.
- 5) Click the **Browse** button for the TO. Highlight the TO on the **Pick TO** window and click the **Pick** button. The TO Number appears on the **Stock Action** window in

Sub Acct	TO / Increment	Stock Num	Class	Pub Date	Id Qty	Add Qty	On H...	On Or...	Order ...
31	00-110A-1		U		1				
31	Basic	00T004077000006	U	15 Apr 1986				1	
31	Change 3	00T00407700003	U	1 Jul 1989				1	
90	00-110A-1		U		1				
90	Basic	00T004077000006	U	15 Apr 1986				1	
90	Change 3	00T00407700003	U	1 Jul 1989				1	

Buttons: Print, Save, Close, Help

Figure 5-35. MTOR for TO 00-110A-1

ATOMS - Stock Action

File Edit Help

Action Type: ☐ Receive ☒ Transfer ☐ Destroy

Sub-Account To: 90 Browse To Sub Acct

Sub-Account From: 31 Browse From Sub Acct

TO Number: 00-110A-1 Browse TO

Stock Action Date: 8 Feb 2002

☒ Complete set

☐ Transfer all on order qty's

Stock Number(s)	Stock Num	To On-Hand	To Change ...	From On-Ha...
	00T004077000006	1	8 Feb 2002	1
	00T00407700003	1	8 Feb 2002	1

Browse Increments
Remove Increment
Modify Increment

ID Qty To:
ID Qty From:
Qty: 1

Balancing Action: ☐ Do Nothing ☐ Requisition ☒ Adjust ID ☐ Adjust Additional

Buttons: OK, Cancel, Help

Figure 5-36. Stock Action Transfer

the TO field.

- 6) Change the Stock Action Date field, if desired (it defaults to the current day).
- 7) All Increments for the TO are listed in the white grid, with their on-hand quantities for the Sub-Accounts selected (the To On-Hand column has the On-Hand quantities for the Sub-Account who will gain the TO, the From On-Hand column, the Sub-Account who will lose the TO). If the entire TO is to be transferred, leave the Complete set box checked (☒); if not, select the Increments that are not to be transferred and click the **Remove Increments** button; or if only one or two Increments were to be transferred, uncheck (☐) the Complete set box, click **Browse Increments**, and highlight and **Pick** the one(s) to be transferred.
- 8) If there are any outstanding orders and those orders are to transfer to the receiving Sub-Account also, check the **Transfer all on order qtys** box on (☒). If there are no outstanding orders for the TO being transferred, leaving the **Transfer all on order qtys** box checked on (☒) presents no problem.
- 9) Enter the **Quantity** to be transferred (in this example, the only copy, or 1).
- 10) Select the type of Balancing Action (in this example, as is often the case, the **Adjust ID** option was selected, as shown in Figure 5-36):
 - if the TODO wants to record that the TO was transferred without ordering a replacement or adjusting the ID or additional, select **Do Nothing**;
 - if a replacement copy of the TO is desired, select **Requisition**, and a one-time replacement Need for this TO is created for Sub-Account 90, to be incorporated into the next Order built (this would be used if Sub-Account 31 had had 0, the transfer would take Sub-Account 90's and give it to 31, and then 90 would need a replacement copy);
 - if the From Sub-Account no longer wants the TO but the To Sub-Account now wants to be on ID for the sum of their former ID quantities, select **Adjust ID**, and two new ID Needs are created—for the losing Sub-Account with a quantity of their old ID minus the quantity transferred and for gaining Sub-Account with a quantity of their old ID plus the quantity transferred, to be incorporated into the next Order built;
 - if the To Sub-Account wants to maintain his current ID quantity, select **Adjust additional**; the ID quantities remain constant, but the Need record for the To Sub-Account's additional copy of the TO record is filled with a dummy Document Number.

TO Number	Stock Number	Sub...	Document Number	Dem...	De...	Qty	Con
00-110A-1		31		*		2	
00-110A-1		90		*		0	
38G1-112-3	38T0000490000006		6 E*015C43331001 (29 Nov 1994)	N	s	1	
35D5-5-7-1	35T0045280000006	26	E*015C71021002 (12 Apr 1997)	N	s	1	
33A2-2-63-4	33T0079570000006		6 E*015C71021003 (12 Apr 1997)	N	s	1	
35AA2-3-7-4	35T0006420000006		6 E*015C71021008 (12 Apr 1997)	N	s	1	

Figure 5-37. ID Needs Automatically Created

Sub Acct	TO / Increment	Stock Num	Class	Pub Date	Id Qty	Add Qty	On H...	On Or...	Order...
31	00-110A-1		U		2				
31	Basic	00T0040770000006	U	15 Apr 1986			2		
31	Change 3	00T0040770000003	U	1 Jul 1989			2		

Figure 5-38. MTOR With IDs for TO 00-110A-1 Adjusted

NOTE

The Balancing Actions on a Stock Action Transfer behave exactly like they do on a Stock Action Destroy for the From Sub-Account, and exactly like they do on a Stock Action Receive for the To Sub-Account.

- 11) Select **Ok**. The appropriate adjustments are made to the on-hand quantities, and any necessary Need records are created and incorporated into the next Order built.

In this example, an ID Need was made for Sub-Account 31 with a quantity of two and another was made for Sub-Account 90 with a quantity of zero for TO 00-110A-1, as was seen by selecting **Order, Needs by Doc Num**—they were the top two Needs in the list, with a blank Document Number (Figure 5-37).

After the Order was built, the MTOR for TO 00-110A-1 shows that Sub-Account 31 is now on ID for 2 copies of this TO and has 2 on-hand, and Sub-Account 90 has no dealings with this TO (Figure 5-38).

5.5.4 Receipts, Stock Action, and Distribution Miscellany

5.5.4.1 Short-Cuts and Automatic Fill-Ins

When the number of documents received is equal to the number of documents ordered (receipt of a complete order), ATOMS automatically distributes the correct quantity to each Sub-Account.

Typing in the Stock Number, if it already exists in the database, will automatically fill in the appropriate TO Number.

Any time a Receipt is recorded and the documents are distributed, the Last Change Date field of the On-hand record and the Last Receipt Date and Qty Received fields of the Needs record for the TO are updated automatically. If the requisition was a one-time Demand, ATOMS also automatically fills the Filled field of the Transaction record, as seen on the View Transactions window. **Closed** flags may also be checked (☒)

Needs and On-Hand records are automatically updated after a Stock Action, depending upon what Balancing Action was taken. If necessary, new Needs are created, to be included on the next Order.

5.5.4.2 Icon

There is no distinguishing icon that appears in the lower left corner of the Receipts window, the Distribution window, or the Stock Action window. Suggestions from TODOs are welcome.

5.6 REPORTS

5.6.1 General

There are several pre-programmed reports available to an ATOMS 2000 user, listed and described in the following paragraphs. Running any of the reports follows the same pattern, as outlined in these steps, where the "X" represents the desired report:

- 1) From the splash screen, select **Reports, X Report**. A Set-Up X Report window appears, containing a brief description of the report and the fields it contains.
- 2) In the Report Criteria area, select **All** or specify which of the records are to be included in the report (for example, select a single Sub-Account on the MTOR to print out that Sub-Account's listing rather than having to sift through the entire MTOR).
- 3) Select the field for the report to be sorted on from the drop box provided, and if desired, whether the report should perform a page break for each new value in the sort field

NOTE

Some **Page Break on Sort** selections make little practical sense. For instance, it would rarely be practical to sort and page-break on ID Quantity—all ID quantities of 1 would be listed on a (continuous) page, then a "new" page 2 would start with all ID quantities equal to

2, etc. But sorting and page-breaking on Sub-Account, for instance, has some fairly obvious practical applications.

In some cases, page-breaking on certain fields causes additional information to appear at the top of each page of the report. For example, if the MTOR is sorted by Sub-Account and Page Break on Sort is checked, then the Sub-Account text field and Contact information is included in the report's headers.

- 4) **Run** the report. The report appears on the screen for viewing, giving the user the option to **Update**, **Print**, **Save**, or **Exit**.
- 5) Select **Print**. The standard Print Parameters window appears.
- 6) Select **Ok**. The report is printed to the selected printer, the Set-Up X Report window disappears, and the splash screen reappears.

Instead of printing, to save the report into a text file, follow the first four steps exactly as above, but then proceed here with Step 5:

- 5) Select **Save**. The Save As window appears, with the location defaulting to the Report directory specified in Preferences (typically, the *c:\atoms2000\report* folder). If desired, select a different directory.
- 6) A default file name is displayed, which can be changed if desired.

NOTE

The *CSV* file extension is automatically added to the report's file name, which suitably formats the report data for importing into most spreadsheet applications, such as Microsoft Excel.

- 7) Change the type of file the report will be saved as, by selecting the *RTF* extension in the **Files of type** drop box.

NOTE

If the report data is saved in an *RTF* file, then the data format is compatible with most word processing applications (such as Microsoft Word), but the file name must be typed by the user.

- 8) Select **Save**. The report is saved to the desired location, and the Set-Up X Report window reappears, allowing the user to **Update**, **Print**, **Save** (again), or **Exit** as desired.

A third option is also available—the **Update** feature. The reports are “static” by design—that is, they display the data at a given point in time. If the report window is still open after changes have been made to the data, click the **Update** button to see what changes have occurred on the report (this prevents having to re-enter all the set-up criteria for specific reports).

5.6.2 Master TO Report

The Master TO Report (MTOR) is the report most similar to a Accounts Reconciliation Report (ARR). It lists every TO and TO Increment for which any of the TODO's Sub-Accounts has an ID, On-Hand, or On Order quantity.

For each TO and Sub-Account, it lists the Stock Number, Pub Date, TO Kind, quantity of TOs on ID, the quantity on-hand, the quantity of additional received, the quantity on order, and the status of the orders—in other words, a basic inventory of who has what and how many on-hand and on order.

The MTOR can be used frequently as a learning tool. It is often helpful to run the MTOR for a specific TO and leave the report window open, as a reminder of what the current stock is, before adding

Needs or transferring stock. Then running it again afterwards, or clicking the **Update** button, shows the user what difference those actions made in the inventory.

5.6.3 Superseded By Report

The Superseded By report lists each TO Increment that has been superseded that is still on-hand or on order. The fields displayed are TO Number, Stock Number, Increment, Superseded By Stock Number, Superseded By Increment, Superseded By Pub Date, Sub-Account, the On Hand quantity, and the On Order quantity.

5.6.4 Library Requirements Report

The Library Requirements report lists each TO for each Sub-Account, the associated ID quantity, and the Latest Change entered and its Publication Date.

5.6.5 Review Reports

There are three Review reports that can be generated by ATOMS 2000, each described in the following paragraphs.

5.6.5.1 Review Schedule Report

The Review Schedule report lists the twelve months of the year, along with their Review date and Report Date, if entered. This report is used mostly for auditing purposes, to verify when annual reviews should be or have been performed.

5.6.5.2 Review Schedule TOs Report

The Review Schedule TOs report lists all current TO Increments scheduled for review in a specified month. For each TO, it lists the TO Series, TO Number, User Symbol, and Classification code. A Comments column is including in the print-out for adding notes (such as the date) during the review. A single review month or series may be chosen as criteria for the report. When run for any particular month, ATOMS 2000 writes the current date into the Report Date field for that review month (see [Review Month](#), Paragraph 4.4.11).

5.6.5.3 Review Series Report

This report lists each TO Series with its assigned review month. A single review month or series may be chosen as criteria for the report. A Comments column is including in the print out for adding notes (such as the date) during the review (see [TO Series](#), Paragraph 4.4.10).

5.6.6 TO Status Report

The TO Status report displays a partial list of the TOs entered into ATOMS, based upon two particular criteria: the TO classification and the User Symbol. The user selects the Classification and/or the User Symbol—any TO in ATOMS 2000 that matches both selections is printed on the report. The fields included on the report are TO Number, Classification, Review Month, Sponsor Approval (true or false), Commercial (true or false), Proponent, TCTO Header (true or false), Remarks, and User Symbol.

5.6.7 Follow-Up Report

The Follow-Up TO report displays a list of the unresolved Transactions in ATOMS (that is, requisitions that are not filled, closed, or cancelled). The list may be restricted to those Transactions that have had no activity within the past 60 days. The fields included on the report are TO Number, Stock Number, Transaction Date, Document Number, Quantity, Status, Status Date, JCALS Document Number, and Follow-Up Date.

5.6.8 Transaction Report

The Transaction Report was an original report in ATOMS 2000, but suggestions made by TODOs expanded the report to the point where the results it once displayed are now found in the Follow-Up Report.

5.6.9 TCTO Report

The TCTO Report displays a list of the TCTOs that have a rescind date within the range specified and/or that are marked Rescinded on the TO Increment window.

There are three options:

- **All TCTOs;**
- **Active TCTOs;**
- **Imminent TCTOs** (the default is from one month ago to five months from now).

If the **All TCTOs** option is selected, the **Rescinded: All** radio button is activated by default. This means that all TCTOs, whether they are marked Rescinded or not, are included on the report.

If the **Active TCTOs** option is selected, the **Rescinded: Not Rescinded** radio button is activated. This means that all TCTOs that are not marked Rescinded are included on the report.

If the **Imminent TCTOs** option is selected, the **Rescinded: All** radio button is activated. This means that all TCTOs with a Rescind Date within the specified date range, whether they are marked Rescinded or not, are included on the report.

To specify one of the options, the user should click the desired radio button and, if necessary, enter the date(s) desired (see Figure 5-39). The Rescinded radio buttons are selectable, and the date fields are also editable (if the defaults are not desired).

The report includes these fields: TO Number, Increment, Stock Number, Publication Date, Compliance Date, Rescinded Date, and Rescinded.

Figure 5-39. TCTO Report Set-Up

NOTE

TCTO records are stored in ATOMS 2000 as Increments of TCTO Headers; TCTO Headers are entered as a TO, with the Kind of TCTO Header selected (see Paragraph 4.4.2, Add a TO or TCTO Header and the NOTE immediately preceding it). For this report to work, these guidelines must be followed.

5.6.10 Distribution Report

A Distribution Report can be used as a “packing list” for a stack of TOs distributed to each Sub-Account, or when a TODO wants to list all TOs distributed to Sub-Accounts during a particular time period. It includes these fields: Sub-Account, TO Number, TO Increment, Stock Number, Distribution Date, Pub Date, and Quantity.

There are two options:

- **Distribution Number**—consecutively-numbered distributions between running the Distribution Report by this option (see Save Distribution Records, Paragraph 4.2.5.5);
- **Date Range**—distributions made within the specified date range).

NOTE

If **Save Distribution Records** is selected on the Preferences window, ATOMS 2000 stores a record for each distribution made, sequentially numbering each group of them starting at **1** (the number advances to **2** when Distribution Report 1 is run). If **Save Distribution Records** is not selected, no record of any distribution is made, and running a Distribution Report is an exercise in futility.

5.6.11 Sub-Account Report

The Sub-Account Report lists all the Sub-Accounts, Contacts, and their pertinent information. The fields are Sub-Account, Name (of Contact), Office Symbol, Building, Phone, Review Month, and Remarks (from the Edit Sub-Account table).

5.6.12 Catalog Notes Report

The Catalog Notes Report displays all the TOs and their Catalog Notes. If more than one Sub-Account is on ID for the same TO, the TO and its catalog Notes is listed for each Sub-Account. The fields are Sub-Account, TO, ID Quantity, Additional Quantity, and Catalog Notes.

NOTE

Most of the information in the Catalog Notes converted from legacy ATOMS 4.3 systems is now tracked as part of the normal operation in ATOMS 2000.

APPENDIX A, ATOMS 2000 GENERAL STRUCTURE

ATOMS 2000 Menu Bar

The ATOMS 2000 menu bar is shown on the next page, with its menu picks and commands displayed. Using keystrokes to access the commands is the same process for each:

- 1) Press **Alt** and the underlined letter of the menu pick.
- 2) Press the underlined letter of the command desired.

For example, to select the Preferences window from the File menu pick, select **Alt + F**, then **P**.

The page can be copied and displayed as a quick reference for ATOMS 2000 users.

ATOMS 2000 Logo

The ATOMS 2000 logo is shown below, and appears as the central figure on the splash screen (or logo screen) and as an icon in the upper left corner of most of the windows and dialogue boxes throughout ATOMS 2000.

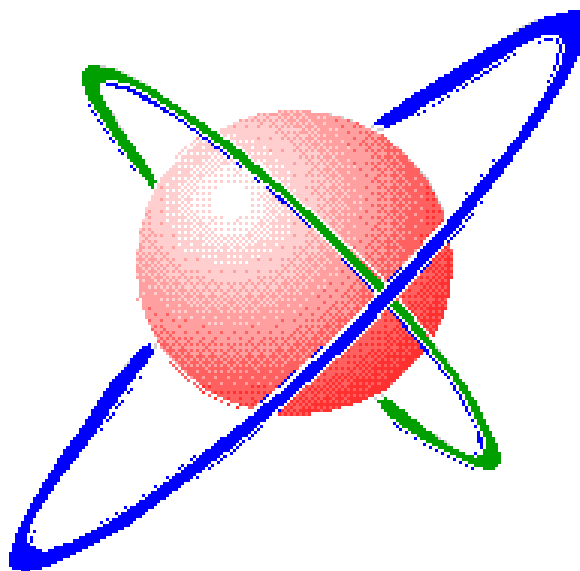


Figure A-1. ATOMS 2000 Logo

ATOMS 2000 Menu Structure

FILE	EDIT	ORDER	RECEIPT	UTILITIES	REPORTS	WINDOW*	HELP
<ul style="list-style-type: none">Open databaseClose databaseNew databasePreferencesMultiple TODO Account<ul style="list-style-type: none">Open TODO PreferencesNew TODO PreferencesExit	<ul style="list-style-type: none">IOSub-AccountReview monthSeriesLook-Up Tables<ul style="list-style-type: none">ClassificationProponentAdviceTransaction StatusUser Symbols	<ul style="list-style-type: none">Needs by IONeeds by Sub-AccountNeeds by Doc NumBuild OrderView OrderSend OrderTransactions by TO NumTransactions by Doc NumTransactions by JCALS Doc NumFollow-Up/CancelRe-Submit	<ul style="list-style-type: none">Record ReceiptStock ActionOn-Hand by Sub-AccountOn-Hand by IOOn-Hand by Stock Number	<ul style="list-style-type: none">Re-IndexBack-UpRestoreExportImportPurgeTransfer Sub-AccountRe-Assign SeriesRe-calculate TO ID QtyConvert Legacy data<ul style="list-style-type: none">Convert Legacy data1.0 Conversion PatchExtra Basic Conversion PatchTCTO Patch	<ul style="list-style-type: none">Master TOSuperseded ByLibrary RequirementsReview<ul style="list-style-type: none">Review ScheduleReview Schedule TOsReview SeriesIO RecordTransaction Follow-UpTCTODistributionSub-AccountCatalog Notes	<ul style="list-style-type: none">AboutContentUser's Guide	

* **Window** menu pick is always present, but menu commands depend upon which specific windows are open.

APPENDIX B, ROUTINE FUNCTION HIGHLIGHTS

GENERAL

This Appendix contains some basic, routine TODO functions and explanations, which might prove useful to a beginning ATOMS 2000 user. Because ATOMS 2000 is a paradigm shift from previous ATOMS versions, there may be much confusion when first starting. It is hoped that these highlights will enable an ATOMS user to continue “TODO business as usual” while still learning the complexity of the system. Much of this section, in the form of frequently asked questions, is compiled from concerns, comments, and criticisms from in-the-field Beta testers for the program.

NOTE

The author and programmers would like to extend a special note of thanks to TODO/Beta tester **Judy Kennedy** of Pittsburgh AFB, who despite an initial reluctance and dislike of the program, provided both monumental insight into the TODO world and questions and conversations that significantly helped to shape the “raw” ATOMS 2000 into its present-day form. Without her, the usefulness of both the program and the user’s guide would be much less than it is.

PARADIGM SHIFT

“Have taken a simplistic program that worked quite well and made it somewhat complicated. Like the idea of ATOMS 2000 being Windows-based, but would have liked it to mirror the old ATOMS program.”

Part of the decision to create ATOMS 2000 in the first place was based on the idea that the “old” ATOMS was “not working quite well,” especially on issues of security—being Windows-based now makes ATOMS DII COE (Defense Information Infrastructure Common Operating Environment) compliant, something the previous version of ATOMS could not be.

A second major issue was the new(er) requirement to track all TO Increments by Stock Number. The former ATOMS program was not equipped to do so; ATOMS 2000 does, which also adds to its complexity (another number to track, another level of responsibility). Likewise, the JCALS Doc Num is now tracked on Transactions, adding even more complexity.

A TODO’s job is complicated—any program that helps with that job will be complicated, too. Chances are, the “somewhat complicated” assessment will abate as familiarity with the new system increases; ATOMS 2000 does mirror the “old” ATOMS in functionality, just not in appearance. The previous version of ATOMS mirrored a technology based on a paper form, leading to the familiar Parts 1, 2, 3, and 4, probably to help TODOs make the transition to the computer world years ago. This version dispenses with both the paper-based technology and the DOS-based technology, but still performs all the functions—and more—as the previous versions.

SCREEN SIZE AND DISPLAY

"I would like to see a full screen rather than a small screen."

The smaller windows were deliberately designed to avoid having too much information on display at one time, minimizing the amount of clutter. Such a design has the added advantage of enabling a user to compare data between windows and to bring up duplicate windows to compare data within a particular list of records.

From a programming point of view, all windows also had to be able to fit on computers with different resolution configurations, and making them smaller was a way to work around that. If the PC's resolution is coarser (smaller numbers), the windows will fill more of the screen. Most of the major windows are resizable (**click** and **drag** the edge or corner), the splash screen can be maximized to fill the entire display, and/or the resolution of the monitor display can be changed, if desired.

COLUMN PLACEMENT

"In the Need by TO window, it would be more convenient if the Qty column were next to the Sub-Account column to avoid having to scroll over each time."

One of the more redeeming features about ATOMS 2000 is that the windows can be "custom-made" to an individual TODO's liking. On any table window, such as Need by TO, use the computer mouse to select the column heading, click and hold down the mouse button, then drag the column to the desired location. The column will stay in that location for as long as the window is open.

If the ATOMS user desires to maintain the column placement and window layout for the future, select **File**, **Preferences** and check the **Remember Column Width and Order** box (☒) on the General tab before closing the window. Future access of this window will display the desired layout, and any changes made to it during subsequent sessions will also be saved.

VIEWING ID REQUIREMENTS FOR SUB-ACCOUNTS

*"When I go into **Edit TO, Find**, and type in the TO# I want, when scrolling over to the far right hand side, it has the total of how many on requirement for, but does not show what shops have this TO."*

There are different ways to determine the ID quantity of a particular TO for a Sub-Account (shop).

The more helpful way, in terms of knowing not only ID quantity, but also Additional, On-Hands, and On-Orders, for each Sub-Account, would be to run the **Master TO Report**. Browse the TO Number desired and sort on Sub-Account; then run the report. All Sub-Accounts that have that TO (ID, Additional, On-Hands, and/or On-Orders) will be listed, sorted by Sub-Account—a record with a blank Stock Number represents the Need record with the ID quantity for the Sub-Account; other lines with the same TO Number and Sub-Account list the On-Hand, Additional, and On-Order quantities for each individual Increment of that TO. The report can be viewed on the screen (in a print preview format), printed to a printer, or saved as a file to disk.

Another way is to open the Edit Need by TO window—select **Order, Needs by TO**. Scroll down or **Find** the TO desired. There may be multiple lines of the same TO listed, representing multiple Sub-Accounts on ID for that TO. Follow across the line to view which Sub-Account(s), and on across to determine the ID quantity (the Qty field) for each Sub-Account. Be sure that a Closed Need is not selected to view, as the same TO and Sub-Account could have multiple Need records, but only the most recent should be Open and active.

An even easier way with version 1.4 is to bring the TO up on the Edit TO window, and from the **Related Tables** drop box on the button line, select **Needs**. All Sub-Accounts on ID for that TO will appear in the Needs window that appears.

CHANGING ID REQUIREMENTS FOR A SUB-ACCOUNT

“How do I change the ID requirement for a Sub-Account?”

A change in the ID requirement for a Sub-Account is merely another type of Need. Open one of the three Edit Need windows (**Order, Needs by . . .**). Select **Add**; **Browse** for and **Pick** (or type in) the TO Number, **Browse** for and **Pick** (or type in) the Sub-Account, select **ID** as the Demand type, and in the Qty field enter the new ID requirement for the Sub-Account (positioning the Edit Need window with the TO record visible behind the Add window helps). Select **Add**, and the ID change is included the next time an Order is built. When the built Order is viewed (**Order, View Order**), recall that the total ID for the TO is the TODO's ID—that is, an aggregate of all Sub-Accounts' ID requirements, not just the single Sub-Account's change.

“What if I want to zero out the ID requirement for a Sub-Account?”

A math teacher I knew would often remark to his students that “zero is a real number, too—don't be prejudiced against it.” Add the Need just as described above, but put zero (0) in for the Quantity (it actually defaults to zero, so doing nothing to the Quantity field is appropriate). When you next build an Order, since this particular Sub-Account now has a Need of zero, the total in the Order is then the sum it used to be minus the amount this Sub-Account used to be on ID for (ATOMS 2000 counts up all Sub-Accounts on ID for that TO when building an Order).

“When does the ID quantity for a Sub-Account change? I added a Need, but when I ran the MTOR, it still showed that Sub-Account with a blank in the ID column.”

When the Order is built, but not before. Adding Needs is for your benefit—it allows you to accumulate many Needs from various Sub-Accounts before building them into an Order. In essence, it is an internal TODO function. Activating the Build Order function is when you make things official with the “outside world.” These major events occur when you select **Build Order**:

- the Need records are read, and those with blank Document Numbers are accumulated;
- Transactions are created that combine Needs of the same TO and Demand type;
- Document Numbers are created and placed into the appropriate Needs and Transactions;
- a TPR file is created that contains all the new Transactions;
- the Total ID Qty field on the Edit TO window is updated.

The ID quantity is updated in the database after the Build Order process makes it official.

DOCUMENT NUMBERS

“What are these Document Numbers? How important are they, and how are they created?”

A Document Number is a tracking number for each individual Need in ATOMS 2000 and is extremely important to the correct functioning of the program.

A Document Number consists of three parts: the first six characters are your JCALS Account Number, taken from that field on your Preferences window; the next four are the last digit of the year and the Julian date of the day the Order was built; the last four are sequential, starting with 0001, to distinguish one Need from another on a particular day.

When a Need is added to the database, it does not have a Document Number. When the Build Order process is activated, the program searches all the Need records with a blank Document Number and incorporates them into Transactions and puts them into the Order being built, while filling in the Document Number field (to prevent the Need from showing up on subsequent Orders).

A Document Number is specific to a Transaction—that is, each Transaction has a unique Document Number. Needs for different Sub-Accounts but for the same TO (and the same Demand type) will have the same document Number, as new Needs for the same TO are combined into one Transaction.

Many windows have a “Search by Doc Num” capability. When using that, you need not enter the first six characters (the JCALS Account Number), but can instead just start at the Julian date of the Doc Num desired. ATOMS 2000 will automatically add the JCALS Account Number to your entry.

INCREMENT TRANSFORMATION

“The Edit TO Increments window has taken database files from Part 4 as well, therefore my requisitions are showing up there along with Part 3 entries. Is this right?”

All TO Increments show up in the Edit TO Increments window, regardless of whether they were received in response to an ID requirement or a one-time requisition (that distinction is made in the Demand column on the Need window). This is a list of TO Increments, but it says nothing about whether they were received in response to an ID or Requisition, or how many copies each Sub-Account has. It supports the **Browse** buttons in the Edit Need window and the Record Receipt window. More importantly, Part 3 and Part 4 are now combined in the Edit Need window. This was intended as a simplification, so there is only one screen to enter both IDs and one-time requisitions, resulting in fewer screens for a user to learn and master.

CHANGING NEEDS AND TRANSACTIONS

“I built an Order, but my Needs and Transactions are wrong. How can I go in and modify them?”

When an Order is built, ATOMS 2000 assumes you meant it and have sent that Order to Tinker. Changing the Needs or Transaction at that point would mean that what you have in your database and what you told Tinker would be different—so it is not allowed.

The best way to deal with this problem is preventative, not fixative. Immediately *before* building the Order, run a **Re-Index** and then a **Back-Up**, “freezing” your data. After building the Order, viewing it, and finding something incorrect, it is easy enough to fix then: delete the *TPR* file from your PC, and run a **Restore** from the Utilities menu—basically, going back to the point you were when you “froze” it. Make the necessary changes in the Needs records (the Transactions went away when you restored), and then repeat the **Re-Index**, **Back-Up**, **Build Order** process.

This also builds a good case for not sending the Order immediately after building it, since once sent, it cannot be retrieved.

RECEIVING AN INCREMENT

“When I added a TO increment, I noticed that nowhere does it ask me how many copies I received, nor does the screen show how many I’m on ID for. So how and where do I show a shortage?”

“Too bad we have to go into three different screens every time an increment is received—one screen to add the increment, another to delete superseded increments, and the third to see which accounts are on ID for it. Any chance this will be facilitated?”

“Too many separate screens to get all the information needed. Example: When reviewing the Record Receipt screen, once the TO is brought up, you have to click on Browse Increments to get a listing of what is included in the TO and then a separate screen for Sub-Account information and ID requirements. Why couldn’t all the needed information be put on one screen?”

When an Increment is received, the most important thing to remember is that the operation the TODO must perform is the recording of the receipt of the Increment. Many Beta testers wanted to add the Increment by going to the Edit TO window. The Edit TO window is where the TODO can fix mistakes, or enter new Increments that have been published but not received yet (during “down time” if there exists such a creature in the TODO world), and that sort of thing

Instead, recording the receipt of an Increment is done on the Record Receipt window. And there are two main scenarios that might occur—the simple case, in which the shipment received completes the order; and the more complex case, the incomplete shipment, in which one or more Sub-Accounts will be shorted books. As in all operations (database or life), the more complex the operation, the more work there is to be done, and in this instance, that means the more steps (and windows) the TODO will use.

As to the specific question of why not all on information on the same screen, the simple answer is because it is not needed. When recording the receipt of an Increment, it does not matter which Sub-Account has ordered it or how many each is to receive—the important datum to record is that the TODO received a shipment of TOs. Once that receipt is recorded, then the necessary information (which Sub-Accounts, how many, etc.) does appear on the Distribution window. To put all that information on display at one time would seem to be even more overwhelming.

Case 1: Complete Shipment

When an increment is received, select **Receipt**, **Record Receipt** on the splash screen. **Browse by TO** to find the TO of the Increment received. Then Browse Increment and select the Increment received (add it to the list if it's not there) and Pick it; the Stock Number (BOGUS or correct) of the selected Increment appears on the Record Receipt window; add the quantity received, and press **Ok**.

Then the Distribution window appears, listing which Sub-Accounts are on ID for this TO, and asking how many of the received copies to distribute to each. If the quantity received is sufficient to satisfy all ID requirements (a complete shipment for the order), then the amounts in the Give column are pre-filled—click **Ok**. The receipt of the shipment is recorded, and the TOs are ready to be distributed to the Sub-Accounts (running a Distribution Report to be used as a “packing list” might be beneficial, especially to the Sub-Accounts).

Case 2: Incomplete Shipment

Follow the first paragraph in the Simple Case. When the Distribution window appears, place the cursor in the Give column and distribute the number of TOs as desired—one or more of the Sub-Accounts will be shorted, since the shipment was incomplete. Decide which Balancing Action to take—**Ignore/Wait** if you expect the shortage to appear soon; **Requisition** to create a one-time Need, to be included in the next Order built; or **Adjust ID** if you decide the Sub-Account really doesn't need the number s/he was on ID for (a new ID Need is created for the Sub-Account, to be included in the next Order built). Click **Ok**. The receipt of the shipment is recorded, and the TOs are ready to be distributed to those Sub-Accounts receiving them (running a Distribution Report to be used as a “packing list” might be beneficial). Any appropriate Needs are automatically created.

REQUISITION NUMBER

“The requisition number that we order a TO with is like the tracer number you use when you send a package by UPS—also needs to be on the package or labels when you receive the TO and its increments. It is the only way you know which account the increment was ordered for (when you have many accounts that require the same TO but were ordered at different times).”

The familiar requisition number that is necessary to track a TO and/or its Increments is still alive and well in ATOMS 2000, although now it is called a Document Number (the name change is more in line with MILSTRIP). The Document Number itself is automatically generated by the program when an Order is built and is very specific in its format: the first six characters are the TODO's JCALS Account number, the next four characters are the last digit of the current year and the three-digit Julian date, and the last four characters represent the transaction number for the date (starting at 0001 each day)—again, all according to MILSTRIP. TOs and/or Increments ordered for differ-

ent Sub-Accounts at different times, even if included in the same Order, all have a specific Document Number, each of which is included in the Order and “back-filled” onto the Need table record.

STOCK NUMBERS

*“My AFB is not sending labels with stock numbers of increments and the Add TO Increment function will not work without a Stock Number. If I click on **Auto Fill Stock Number**, it puts in a BOGUS stock number. I can't be putting bogus information in my database.”*

One of the earliest requirements for ATOMS 2000 was that TO requisitions would henceforth be managed by Stock Number; in fact, there is no way to order a Change package without having the correct Stock Number. The two channels available for correcting this particular problem would be 1) use the *TO Catalog* to determine the actual Stock Number for a particular Increment, and type it in (during Add or Modify) as necessary; and/or 2) contact the appropriate authorities as to why Stock Numbers are not being included on the shipping labels as required.

The **Auto Fill Stock Number** feature of ATOMS 2000 is intended to fill in the Stock Number based on the previous Increment's Stock Number and the Kind and Increment number entered.

Some Stock Numbers start with the letters “BOGUS” to let the user know that there was no Stock Number in the legacy data when first converting to ATOMS 2000. And the only time you need to have the correct Stock Number is when you are going to order an individual Change package.

Recommendation: put the correct Stock Number in the Increment record, if it is known, as you add the record. Eventually, all TOs will have the correct Stock Numbers, just by attrition (if not, a future version of ATOMS 2000 is slated to read the *TO Catalog* and update the Increments' records with the correct Stock Number).

TCTOs AND TCTO HEADERS

“Should TCTOs be added under the TCTO Header as an increment, or should they be added as separate TOs?”

Yes, to the former. In ATOMS 2000, a TCTO Header is parallel to—that is, treated the same as—a TO; a TCTO is parallel to a TO Increment. The TCTO Header is added as a TO, and the TCTO itself is added as an Increment to that header (a TCTO Supplement is also another Increment under the same header, and can be added even without first having the “basic” TCTO entered).

“What if my TCTOs came over as TOs when I converted? Is there anyway to fix them?”

Yes, using the TCTO Patch Utility. Running the patch, however, needs some preparation. Go to your **Edit TO** window and scroll through, finding any TCTOs that have been entered/converted over as TOs. **Double-click** (or **click** and **Modify**) the record. Be sure the TCTO Header box is not checked (☐). In the User Symbol field, select the **T** (for TCTO) from the list. Click the **Modify** button. Repeat this for all TCTOs found entered as TOs.

As you scroll through the list of TOs, if you find a TCTO Header, **double-click** (or **click** and **Modify**) the record. Be sure the TCTO Header box is checked on (☒) , and that **S** is selected from the User Symbol field. Click **Modify**. This step isn't really necessary, but it will make your database cleaner.

When some or all TCTOs entered as TOs are marked appropriately, run the TCTO patch, selecting the middle option—User Symbol marked with a T. All those you have marked will then become Increments under the appropriate TCTO Header (you may have to adjust the ID quantity for the header by creating a new Need).

If at a later time, you find more TCTOs entered as TOs, repeat the procedure—as often as is necessary—to get all TCTOs entered correctly. The TCTO Report, and even the MTOR, will not work correctly if the TCTOs are entered incorrectly.

RESCIND DATES FOR TCTOs

“How do I put a Rescind Date into ATOMS 2000 for a TCTO?”

Putting in a Rescind Date for a TCTO is fairly straightforward. Select **Edit, TO** and scroll to or **Find** the TCTO Header. Highlight it, then select **TO Increments**. Find and highlight the Increment, then select **Modify**. Type in the Rescind Date (and/or Compliance Date and/or Pub Date). Select **Modify** again, and the Rescind Date (and/or Compliance Date and/or Pub Date) is added.

ACCOUNT LISTING

“I still have not found a complete Account Listing that shows everything on hand, on order and on back order with all increments of the TO (changes, TOPS, Supplements and Basic or Revision) and the distribution and requisition dates or requisition number.”

The Master TO Report, or MTOR, (select **Reports, Master TO Report**) comes closest to what you want, with TOs listed by Sub-Account, each with its individual Stock Number, Publication Date, Kind, ID Quantity, Additional Quantity, On-Hand Quantity, On Order Quantity, and On Order Status, including back-order (BB). To find the individual TO's requisition date and/or number, go to the **Edit Transaction by Document Number** window (select **Order, Transactions**), displays each Transaction by TO Number with its Document [Requisition] Number, Stock Number, what type of Demand the Transaction was (one-time or ID), the Quantity requested/ordered, Advice code, Status and Status Date, Follow-Up Status and Follow-Up Date, and whether Closed and/or Filled. The Distribution Report (select **Reports, Distribution Report**) contains the Sub-Account, TO Number and its Publication Date, Stock Number, Distribution Date, and Quantity distributed.

The new (version 1.4) “Related Tables” drop box will allow you to see much more at one time than you used to be able to, all on the screen at the same time. For instance, you can select a TO from the **Edit TO** window, then select the related tables of Increments, Needs, and On-Hands—and all records of the selected TO in each table will appear in the related tables.

If there really is a need to track a particular TO with all its possible Increments, quantities, transaction dates, and distribution dates—difficult at best, since copies of the same Increment are often times ordered, received, and distributed at different times, anyway—one could always export the data (select **Utilities, Export**) and build a customized report in a spreadsheet or table in another application.

NO OPEN TRANSACTION

*“I went to record the receipt of a TO Increment that I just got in the mail. When I went to the **Record Receipt** window and hit **Browse by TO**, the TO Number was not on the list. Now what?”*

The only way ATOMS 2000 allows you to record the receipt of an Increment is by attaching it to an open Transaction. In the course of trying to clean up your database, some Transactions may have been accidentally deleted that should not have been, so no open Transaction exists against which you can record the receipt of the Increment.

The answer, then, is to correct the database by creating a new Transaction for the Increment and “ordering” it. The first step would be to make sure there are no Needs that really must be ordered. Select **Order, Needs by Doc Num** and see if there are any Needs at the top of this list (must be

sorted by Doc Num so any “empty” ones come to the top). If there are Needs with blank Document Numbers, then you should build an Order and send it. Then no “blank” Doc Num Needs exist.

The next step is to add a Need for the correct Sub-Account(s) for the TO that just came in, the one with no open Transaction. When those Needs are added and correct, select Build Order again, but this time, do not send the Order. The Order for this TO has already been sent (since you have already received it!), and there is no reason to send it—in fact, it’s probably a good idea to use Windows Explorer to delete the *TPR* file created.

Once that is done, there is then an open Transaction that can be found when Browsing either TO or Tx (better, since it will be the last record in the list and easy to find) on the Record Receipt window.

ERROR MESSAGES

“What do I do when I get a ‘db.Db Execution:to: file not found’ error message?”

The “file not found” error message is what JAVA returns if there is an attempt to open a database from a directory where no database is located. This happens if **F**ile, **O**pen database is selected, and then the directory selected does not contain a valid database. Typically, there should never be a reason to select **O**pen from the file menu pick (the same goes for **N**ew and **C**lose), as these would only be necessary if two databases are on the same computer, when perhaps two TODOs share a PC.

In any case, the program automatically opens the database from the default location, as listed in the data directory on the Preferences window (typically the *c:\atoms2000\data* directory). So when this error appears, check the Preferences (be sure a valid data directory is entered). Be sure, also, that not more than one copy of ATOMS 2000 is running at the same, as the same message appears if you try to open a database that is already open. **E**xit ATOMS 2000, and restart the program. If there is no valid database in the directory and if a back-up of ATOMS 2000 data was previously made, perform a restore function (select Utilities, Restore).

“What do I do when I get a ‘db.Db Exception: Error reading or writing file’ error message?”

Sometimes, the index file that points to particular items in the data files gets corrupted and does not point correctly. Any time there is a ‘db.Db Exception: Error’ the first thing to try (after **O**K) is re-indexing the files (select Utilities, **R**e-Index). In many of the cases, that should solve the problem. The second course of action would be to perform the restore function (select Utilities, Restore). The third would be to **E**xit ATOMS 2000 and restart the program. If all these procedures fail, it might be time to seek professional help (see Support, Paragraph 2.2.3).

APPENDIX C, ACRONYMNS AND TERMS

GENERAL

This appendix contains two sets of lists: a list of the acronyms used in this manual and/or in association with ATOMS, and a list of the field names and their definitions. In some cases, a term is listed more than once, because it might have more than one definition depending upon its usage and/or location.

ACRONYMS

ACRONYM	TEXT	LOCATION/DESCRIPTION
AF	Air Force	User's Guide text
AFB	Air Force Base	User's Guide text
AFTO	Air Force Technical Order	User's Guide text
AIS	Automated Information System	User's Guide text
ALC	Air Logistics Center	User's Guide text
Alt	Alternate (key)	Keyboard
ATOMS	Automated Technical Order Management System	User's Guide text
CD	Compact Disk	User's Guide text
CD-ROM	Compact Disk-Read Only Memory	User's Guide text
CPIN	Computer Program Identification Numbering	User's Guide text
CSV	comma-separated values	File extension
Ctrl	Control (key)	Keyboard
DB	database	File extension
DII COE	Defense Information Infrastructure Common Operating Environment	User's Guide text
DSN	Defense Security Network	User's Guide text
E-mail	electronic mail	User's Guide text
Esc	Escape (key)	Keyboard
EXE	Executable	File extension
FMS	Foreign Military Sales	User's Guide text
FTP	File Transfer Protocol	User's Guide text
HP	Hewlett Packard	User's Guide text

ACRONYM	TEXT	LOCATION/DESCRIPTION
IBM	International Business Machine	User's Guide text
ID	Initial Distribution	User's Guide text
IDE SPO	Integrated Digital Environment Systems Program Office	User's Guide text
IDX	index	File extension
JCALs	Joint Computer-aided Acquisition and Logistics Support	User's Guide text
LAN	local area network	User's Guide text
MB	MegaByte	User's Guide text
Meg	MegaByte	User's Guide text
MILSTRIP	Military Standard Requisition and Issue Procedures	User's Guide text
MS	MicroSoft	User's Guide text
MS-DOS	MicroSoft-Disk Operating System	User's Guide text
MTOR	Master TO Report	User's Guide text
NT	New Technologies	User's Guide text
OH	Ohio	User's Guide text
PC	Personal Computer	User's Guide text
PDF	Portable Document Format	File extension
IDE	Integrated Digital Environment	User's Guide text
POC	point of contact	User's Guide text
RDD	Required Delivery Date	In Advice Look-Up table
SDD	Standard Delivery Date	In Advice Look-Up table
SNT	Sent	File extension
TCTO	Time-Compliance Technical Order	User's Guide text
TM	Technical Manual	User's Guide text
TO	Technical Order	User's Guide text
TODA	Technical Order Distribution Account	User's Guide text
TODO	Technical Order Distribution Office	User's Guide text
TOPR	Technical Order Publication Request	User's Guide text
TPR	Technical Order Publication Request	File extension
Tx or TX	Transaction	User's Guide text
TXT	Text	File extension
WPAFB	Wright Patterson Air force Base	User's Guide text
WWW	World Wide Web	User's Guide text

TERMS AND DEFINITIONS

Items underlined in the Main Location column are ATOMS 2000 windows.

TERM	DEFINITION	MAIN LOCATION
Add	the number of copies of the increment the Sub-Account has requested on one-time additional requisitions, but not including shortages or replacements; appears only if one-time requisitions for additional of the same TO exist	<u>Distribution</u>
Advice	automatically assigned by ATOMS from the Advice Look-Up Table	<u>Edit Transaction</u>
Assign Date	the date the Contact was assigned to all things ATOMS-like	
Building	the building in which the Contact works	<u>Edit Contacts</u>
Catalog Notes	any text to describe the TO or its status	<u>Edit TO</u>
Classification	a selection from a user-generated list of codes to describe the level of distribution for a TO; default is U (Unclassified)	<u>Edit TO</u> , <u>Edit TO Increments</u>
Clearance	security clearance level of the Contact	<u>Edit Contacts</u>
Closed	a check box that, if checked, represents a Need that has been filled, ordered, received, and distributed; if the Need is for Additional, they must no longer be needed, also; if for an ID, a new ID Need has supplanted it	<u>Edit Need</u>
Closed	a check box that, if checked, represents a Transaction that is obsolete	<u>Edit Transaction</u>
Commercial	a check box that indicates whether the TO is a commercial manual	<u>Edit TO</u>
Confirmed	a check box that indicates whether the TO Need is a confirmed Need	<u>Add Need</u>
Database	a file or set of files of interrelated data	User's Guide text
Demand	MILSTRIP code for type of demand made; "N" is for non-recurring demands (replacements, shortages, or additional), and "*" is for ID demands (with or without Requisition)	<u>Edit Need</u> ; <u>Edit Transaction</u> ; <u>Record Receipt</u>
Demand Reason	a Demand type character assigned by ATOMS—blank if Demand is an ID, "a" for ID plus Requisition, "r" for Replacement, "s" for Shortage, "+" for Additional; if Demand is ID plus Req, Demand Reason is "a" for both the ID Need and the one-time Need created during Build Order	<u>Edit Need</u>
Directory	sometimes called folder or sub-directory, used for organizing files on a PC	User's Guide text

TERM	DEFINITION	MAIN LOCATION
Document Number	a 14-character number created by ATOMS to differentiate among ordered documents; the first six characters are the JCALS TM Account Code, the next character is the last digit of the current year, the next three are the Julian date of the year, and the last four are sequentially assigned by ATOMS, starting with "0001" each <i>day</i> (not each Order); blank until the Order is built	Edit Need ; Edit Transaction ; Record Receipt
Field	a single cell of data containing a particular type of data, typically displayed as a single column in a data grid with the field name as the header	User's Guide text
File	an electronic storage construct	User's Guide text
Filled	a check box that, if checked, represents a Need that has been filled, ordered, received, and distributed	Edit Transaction
Follow-Up	code (use "ATD" to process as an Order if the original Order was not received)	Edit Transaction
Follow-Up Date	the date the Follow-Up code was changed	Edit Transaction
Give	the number of copies of the Increment given to that Sub-Account; the only editable field on the Distribution window	Distribution
Hot-key	a typed short-cut that causes a function to happen in a software application	User's Guide text
ID	the number of copies of the TO and/or all Increments the Sub-Account requires on a regular basis	Distribution
JAVA	The programming language used to create ATOMS 2000	User's Guide text
Kind	the kind of TO Increment (Basic is default; other options are Change, Revision, Supplement, and TCTO)	Edit TO Increments
Last Receipt Date	the date of the last time an Increment of the TO was received by the Sub-Account in response to this Need/Tx	Edit Need
Maxi Issue Qty	the maximum number of copies that can be issued for a TO without special permission, taken from the <i>TO Catalog</i>	Edit TO
Name	the name of the contact, or any other descriptive text	Edit Contacts
Need	the request for one or more TOs made to the TODO by the POC of a TODA	User's Guide text
Need Number	an ATOMS-derived, sequential number to differentiate among Needs	Edit Need
Office Symbol	the symbol of the office in which the Contact works	Edit Contacts
On-hand	the number of copies of the increment the Sub-Account has currently available	Distribution
On-order	the number of copies of the increment the Sub-Account has on outstanding one-time requisitions <i>besides the one currently being distributed</i>	Distribution
Phone	the number at which the Contact can be reached	Edit Contacts

TERM	DEFINITION	MAIN LOCATION
Precedence	replaces Type of Contact (primary or secondary), and gives an order of precedence in a list of Contacts (a "1" would be the first Contact person, "a 2" the second, etc.)	Edit Contacts
Priority	defaults to "15" (routine emergency); automatically assigned by ATOMS	Edit Transaction
Proponent	the ALC organization (usually) responsible for the TO	Edit TO
Publication Date	the date the increment was published	Edit TO Increments
Qty	the quantity requested by the Sub-Account; in the case of an ID demand (with or without Requisition), Qty is equal to the Sub-Account's ID for that TO	Edit Need
Qty	the quantity requested by the user, summing all ID demands (with or without Requisition) and all one-time requests of all Sub-Accounts' Needs	Edit Transaction
Qty Received	the number of copies of the particular Increment (Stock Number) received	Record Receipt
Qty Received	the quantity received by the Sub-Account	Edit Need
Received Date	date when the Order was received; defaults to current date	Record Receipt
Record	two or more fields of related data in a database, typically displayed as a single line in a data grid	User's Guide text
Related Tables	related records in other grids that are connected to (usually) the TO selected in the "main" window.	Edit TO ; Edit Review ; Edit Need ; Edit Transaction ; Edit On-Hand ;
Remarks	any text to describe the Sub-Account (typically a name or address)	Edit Sub-Account
Remarks	any text to describe the TO Increment or its status	Edit TO Increments
Remarks	text to describe any other aspects of the Need	Edit Need
Rescind Date	the date the TO Increment was rescinded	Edit TO Increments
Review Month	the month the Sub-Account's records are reviewed	Edit Sub-Account
Review Month	the month the TO Series is due for its annual review	Edit Series
Series	groupings of TOs by initial character group(s)	Edit Series
Sponsor Approval	a check box that indicates whether the TO needs sponsor approval	Edit TO
Status	current status of the Order, selected from the Transaction Status Look-Up Table	Edit Transaction
Status Date	date entered when the status was last changed	Edit Transaction
Stock Number	a unique number for any TO increment, usually included on the shipping label of the document or taken from the <i>TO Catalog</i>	Edit Need ; Record Receipt ; Edit Transaction ; Edit TO Increments

TERM	DEFINITION	MAIN LOCATION
Sub-Account	An organizational account—that is, a TO Distribution Account (TODA)—for which a TODO is responsible	User's Guide text; Edit Contacts
Sub-Account Number	a user-specified number to differentiate among Sub-Accounts	Edit Need ; Edit Sub-Account
Sub-Acct	contains the list of all Sub-Account numbers on the current requisition for the increment received	Distribution
Superseded by	the TO Increment that superseded the selected increment	Edit TO Increments
TCTO Header	a check box that indicates whether the TO number is actually the main number in a series of TCTOs	Edit TO
This Req	the number of copies of the increment for the Sub-Account on this requisition; appears only if the Transaction contains one-time requisitions	Distribution
TO Increment	the increment number, such as TP-1	Edit TO Increments
TO Number	a unique number, assigned by USAF specification, for each TO	Edit Transaction ; Edit Need ; Record Receipt ; Edit TO ; Edit TO Increments
Train Date	the date the Contact was trained in all things ATOMS-like	Edit Contacts
Transaction	the record of each TO request in an Order submitted by a TODO	User's Guide text
Transaction Date	the date an Order is sent; blank until the Order is built	Edit Need ; Edit Transaction ; Record Receipt
Transaction Number	the last four digits of the Document Number, sequentially assigned by ATOMS, starting with "0001" each day (not each Order)	Record Receipt
Transaction Qty	the quantity requested by the user on the particular Transaction, summing all ID demands (with or without Requisition) and all one-time requests of all Sub-Accounts' Needs	Record Receipt
User Symbol	a selection from a user-generated list of codes to describe the type of TO, such as "I" for IPB or "S" for TCTO Series	Edit TO

APPENDIX D, STANDARD LOOK-UP DATA

This appendix contains tables of the standard data in the Look-Up Tables, as they are filled after an installation of ATOMS 2000. Data can be added, modified, and deleted in each.

CLASSIFICATION

The standard data supplied by ATOMS 2000 for the Classification Look-Up Table:

CODE	DESCRIPTION
	<unspecified>
C	Confidential
CF	Confidential, formerly restricted
CR	Confidential, restricted data
S	Secret
SF	Secret, formerly restricted
SR	Secret, restricted data
U	Unclassified

REVIEW MONTH

The standard data supplied by ATOMS 2000 for the Review Month Table:

MONTH	DESCRIPTION
JAN	
FEB	
MAR	
APR	
MAY	
JUN	
JUL	
AUG	
SEP	
OCT	
NOV	
DEC	

TRANSACTION STATUS

The standard data supplied by ATOMS 2000 for the Transaction Status table:

CODE	DESCRIPTION
	<None>
1A	Account number not found
1C	Invalid stock number
1E	Suspected duplicate requisition
1S	Suspended for sponsor approval
B2	Status of supply or procurement action precludes requested modification
BB	Backordered
BD	Suspended
BQ	Cancelled at customer request
CA	Rejected
CD	Rejected ID qty invalid
CF	Rejected: duplicate transaction
CG	TO number not on file
CJ	Rejected: TO is superseded or rescinded
CQ	Rejected: Command or Service regulated. Not authorized for classified data or no sponsor approval.
CV	Rejected: prematurely requisitioned.
DQ	Qty exceeds MIQ.
NC	Account not allowed to receive classified item.

APPENDIX E, PUBLICATION STOCK NUMBERS

This appendix contains the rules governing Publication Stock Numbers, and the way ATOMS 2000 handles them.

RULES

Using Publication Stock Numbers (PSN) (Pub Stock Numbers or simply Stock Numbers) is the method by which the AF uniquely identifies an individual TO Increment. Each different Increment has its own PSN—like snowflakes, no two are exactly alike. This puts the method of ordering them more in line with the ordering of other items within the AF using National Stock Numbers (NSN).

A PSN is a 13-character code number with values in the different positions representing very specific characteristics of the TO Increment. A breakdown of possible values is shown on the next page.

- | | |
|--|---|
| • Positions 1-2 | TO Category Code |
| • Position 3 | Air Force Publication Type |
| • Positions 4-9 | a unique TO family identifier |
| • Positions 10-13 | Air Force Pub ID (Increment identifier) |
| • Positions 14 or 14 and 15 (optional) | Air Force Media Code |

ATOMS 2000

In ATOMS 2000, the Pub Stock Numbers are entered the TO Increment record. Many Increments, if converted from legacy ATOMS 4 systems, will have PSNs that start with the letters “BOGUS,” indicating that they are not the official PSNs.

This does not matter during normal operation of ATOMS 2000. The only two times it may make a difference are a) during an audit when an inspector expects the correct PSNs in the database, and b) when ordering a Change package by itself. If neither case applies to the user, then having BOGUS PSNs in the AOMS 2000 database is not a problem.

0 1	T	1 2 3 4 5 6	0 0 0 0	1 2	Publication Stock Number
0 0		TO Category This list is not exhaustive.			General TOs
0 1					Aircraft TOs
0 2					Engine TOs
2 1					Missile TOs
3 3					Test Equipment TOs
	T				Item is Technical Order
		1 2 3 4 5 6			Unique JCALS/JTM system assigned number for TO family or TCTO
			0 0 0 0		Basic TO (new or revision) or TCTO
			0 0 0 1		Change 1 to active Basic or Revision
			S 0 0 2		Safety Supplement (SS-2) to Basic TO
			P 0 0 3		Operational Supplement (S-3) to Basic TO
			T 0 0 4		Technical Order Page Supplement (TP-4) to Basic TO
			C 0 0 0		Routine Supplement to Basic TO or TCTO (one to three alpha characters, from C to ZZZ, excluding, A, B, and all I's and O's, with trailing zeros to fill four places)
		Media Codes One or two character code, limited to medium in which TO is available. This list is not exhaustive.		0 3	Floppy Disk 5.25, 360 Kb
				0 4	Floppy Disk 3.5, 720 Kb
				0 6	Paper
				0 7	Magnetic Tape
				0 8	Other
				0 9	Floppy Disk 5.25, 1.2Mb
				1 0	Floppy Disk 3.5, 1.44Mb
				1 1	Digital On-Line
				1 2	Camera Ready Copy
				1 3	Write Once Read Many (WORM)
				M	Microfiche
				P	Printed Copy
				R	CD ROM
				V	Video Cassette

APPENDIX F, WINDOWS™ TIPS AND SHORTCUTS

This appendix is designed as a reference for beginning users of Windows™, and for more experienced users who may need a refresher course on general Windows techniques. It is divided into four sections: Windows, Tables and Columns, Title Bars and Menu Bars, and Keyboarding.

WINDOWS

A window is a rectangular area displayed on the screen that represents a working, running program (an application). Many of the features of an application window are standard (see Figure F-1).

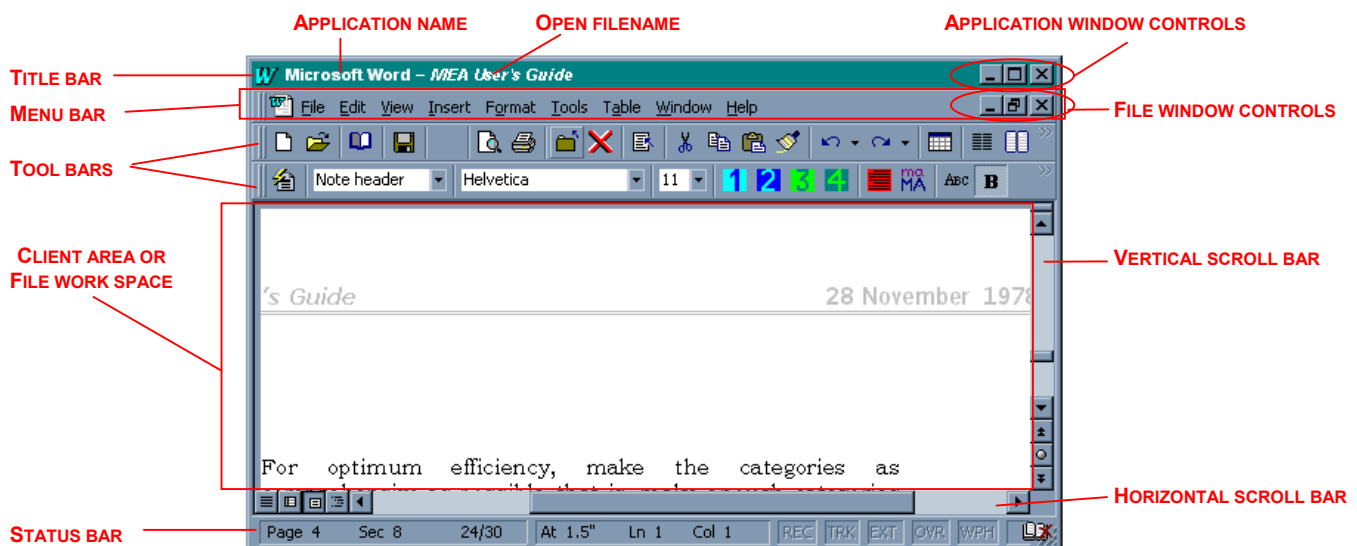


Figure F-1. Example of a Standard Application Window

TABLES AND COLUMNS

Tables are the method by which Windows displays large amounts of repetitive data in condensed form. Typically, a table has at least two columns, the left-most column being the most significant, and the table is usually ordered/sorted by the data values in that column. In many applications, the data can be sorted by the values in other columns by clicking the mouse on the title button above the column. In some more advanced tables (but not the JAVA windows used in ATOMS 2000), clicking the same title button twice sorts the list by the data in that column in reverse order.

The columns in a table can also be sized to display more of the data in the fields, or to condense the fields for viewing more of the columns in each row.

To size any column, place the cursor on the vertical line to the right of the title button of the column to be sized. When the resizing arrows appear (Figure F-2), click and hold down the mouse. Then drag the mouse left to make the column smaller or right to enlarge it, and when the column is the desired size, release the mouse.

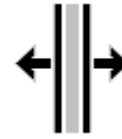


Figure F-2. Resizing Arrows

In some more advanced tables, double-clicking the mouse when the resizing arrows appear causes the column to resize automatically to fit the largest (longest) data value in that column.

Different programs have different methods of saving a table's column widths. Some always start with a standard, default width, and personal preferences must be adjusted every time the program is run. Other programs give the user the option of having the preferred column widths saved, while others save the widths automatically in a file.

TITLE BARS AND MENU BARS

Title Bars

The title bar (sometimes called the caption bar) on a window typically contains an application icon in the far left corner, the application's name, the name of any open, active file, and the application control buttons (Figure F-3) in the far right corner.

The control buttons consist of the Minimize button on the left, the Close button on the right, and either the Maximize or Restore button in the middle. Each is activated with a mouse click, and their functions are listed here:

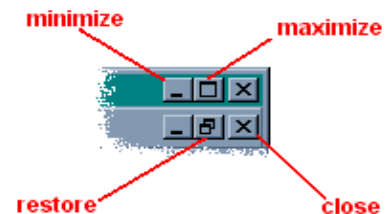


Figure F-3. Window Controls

Minimize – “shrinks” the application window; the program is still running (open files are still open), but is only accessible from the Windows Taskbar.

Close – if in the main window, closes the window and exits the application. Any open files are also closed, unless changed since last saved (when a prompt gives the user the option to save, not save, or cancel the close command).

Maximize – causes the window to fill the entire working or desktop area.

Restore – changes a maximized window to a resizable window. Placing the mouse on the side, top, bottom, or corner of a resizable window results in a double arrow appearing. Clicking and dragging the mouse then allows the user to resize the window for the purpose of accessing other applications on the desktop. The last size of a resizable window is always “remembered” by the Restore command. This command also restores any minimized applications on the Taskbar: on the minimized icon, right-click the mouse and select **Restore**. The application re-appears as it was previously.

Clicking and dragging the title bar allows the user to move any resizable window to any location on the screen.

Double-clicking the title bar toggles the application between being a maximized window and being a resizable window.

The same functions—**Minimize**, **Maximize**, **Restore**, **Close**, and **Move**—are available as file window controls, represented by the buttons in the upper right corner of the menu bar (see Figure F-1).

They behave the same as application window controls, except that they are specific for a file that is open within an application.

If the user dislikes using a mouse, or if a mouse is unusable, all five functions—**Minimize**, **Maximize**, **Restore**, **Close**, and **Move**—are accessible through keystrokes. See the section entitled Keyboarding in this appendix.

Menu Bars

The Menu Bar on a window (see Figure F-1) contains key words and their menu commands (sometimes called menu picks). They are the means by which an application's functions and commands are accessed. To select a menu command, follow these steps:

Click one of the key words. A list of that keyword's menu commands appear.

Drag the mouse down the menu list to the command desired.

Click (or release the clicked mouse button) on the menu command word. The function is initiated.

If the menu command word has an ellipse after it, a dialogue box appears.

If the menu command word has a right-pointing arrow next to it at the right edge of the menu, there are options to choose from on a sub menu that appears when the menu command is selected. Drag the mouse cursor to one of the options and click (or release the clicked mouse button) on one of the options.

KEYBOARDING

NOTE

Not all the keystrokes described in this section are available in every software application.

Single Keystrokes

Most functions in Windows applications are accessible using keystrokes instead of a mouse. Listed below are some of the obvious ones that require a single keystroke:

- **F1** or **F2** – standard keystroke for help.
- **Delete** – deletes the selected text or object(s). If nothing is selected, it deletes the next character to the right of the cursor.
- **Backspace** – deletes the selected text or object(s). If nothing is selected, it deletes the next character to the left of the cursor.
- **Home** – moves the cursor from its current position to the beginning of the line.
- **End** – moves the cursor from its current position to the end of the line.
- **Page Up** – moves the cursor from its current position up one page and scrolls the text to display it.
- **Page Down** – moves the cursor from its current position down one page and scrolls the text to display it.
- **Tab** – inserts a tab in text, or (more often) jumps from field to field on a dialogue box.
- **Enter** – accepts the selected text in a field or, more universally, the entire contents of a dialogue box (the same as clicking an **Ok** button).

- **Esc** – rejects the selected text in a field or, more universally, cancels any changes to a dialogue box (the same as clicking a **Cancel** button).
- **Arrows** (up, down, left, right) – moves the cursor within a field or between the fields of a group in a dialogue box.

Combination Keystrokes

Other functions in Windows are accessible using combination keystrokes. The most familiar example of combination keystrokes is using the shift key to make upper case letters. Pressing the “M” key displays or prints a lower case “m,” while pressing **Shift+M** (holding the Shift key down and pressing the “M” key) results in an upper case “M.”

Listed below are a few of the most often used combination keystrokes:

- **Ctrl+Home** – moves the cursor from its current position to the beginning of the file.
- **Ctrl+End** – moves the cursor from its current position to the end of the file.
- **Shift+Tab** – jumps *backwards* from field to field on a dialogue box.
- **Ctrl+A** – selects all text and/or objects for cutting, copying, or deleting.
- **Ctrl+Z** – reverses the last action taken; same as **Undo**.
- **Ctrl+X** – cuts selected object or text and places it on the internal clipboard.
- **Ctrl+C** – copies selected object or text onto the internal clipboard.
- **Ctrl+V** – pastes object or text from the internal clipboard into file or application at the position of cursor.
- **Ctrl+P** – brings up a print dialogue box.

Alternate Keystrokes

Another set of combination keystrokes used in most Windows applications involve the Alternate key (holding the Alt key down and pressing the another key). These alternate keystrokes are specific to each application, even each window, but are easily identified by the underlined letters in the key words and menu commands on the menu bar and on dialogue boxes.

For example, many Windows applications have the key word “File” to the far left of the menu bar, with the letter “F” underlined, and the menu command “Open...” on its menu. To open a file using keystrokes only, hold down the **Alt** key and press **F** to display the File menu commands, then press **O** to bring up the OPEN FILE dialogue box (because the “O” in “Open” is also underlined). Such a procedure is normally written like this: **Alt+F, O**.

The window navigation commands, discussed in [Title Bars](#) in this appendix, are also accessible using alternate keystrokes. They all start with holding down the **Alt** key and pressing the **Space** bar, which causes the control menu to appear from the application icon. The commands and their characteristics are listed here:

- **Alt+Space, M** – highlights the current, active window and allows the mouse or arrow keys to move it. When the window is in the proper place on the screen, clicking the mouse button again or pressing **Enter** “sets” the window in place. Pressing **Esc** resets the window at the place it started when the Move command was executed. This command is only available on resizable windows (because a maximized window already fills the entire screen and cannot be moved).

- **Alt+Space, R** – restores a maximized window to its last location and size before it was maximized or minimized.
- **Alt+Space, N** – minimizes the current active window.
- **Alt+Space, X** – maximizes the current active window.
- **Alt+Space, C** – closes the current active window. The user is prompted to save any files that have been modified before closing.